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RESOURCE CENTER MATERIALS

MONTANA DEPARTMENT OF TRANSPORTATION
ORGANIZATIONAL DEVELOPMENT BUREAU
FEBRUARY 1997
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TABLE OF CONTENTS

INDEX NO	TOPIC AREA	PAGE
100.101-106.518	Management/Supervision/Leadership	3-27
200.101-209.502	Business/Computers	28-35
300.101-302.526	Communication	36-45
400.101-405.504	Health/Safety	46-62
500.101-500.508	Legal	63-64
600.101-603.507	Personnel	65-68
700.101-700.546	Training	69-73
800.101-804.514	Maintenance	74-86
900.101-911.511	Engineering	87-107
1000.100-102	Motor Carrier Services	108
1100.100-103	Miscellaneous	109
	College Catalogs/Continuing Ed	110
	Magazines/Newsletters	111
	Equipment to Lend	112

INTRODUCTION

The resource center was started in 1982 with the first printed manual being distributed in 1984 in a loose leaf style.

Today, the resource center has expanded to the point where professional binding and printing is necessary. The Montana Department of Transportation Print Shop has updated equipment over the years to keep up with the growing needs of the Department. The binding and printing done this year is an example of one of the many options available.

Most material for the resource center is purchased by the Organizational Development Bureau. Donations of materials and/or equipment are appreciated. It is a challenge to keep updated materials and equipment available with the ever changing technology of our world.

Anyone in the Department may check out materials by filling out the check out card at Organizational Development or by calling 444-6054 with a request.

There is no defined date to return materials. Periodically, reminders are sent out to borrowers to verify the location of the materials. Reasonable time allowances on check out are appreciated by the many users of the resource center.

MANAGEMENT/SUPERVISION AND LEADERSHIP

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https://archive.org/details/resourcecenterma1997mont

MANAGEMENT/SUPERVISION/LEADERSHIP
1/2 INCH VIDEO

100.101 A WILD GOOSE CHASE (1986) 5 min.
Cally Curtis Co.

A film on listening and misunderstanding. Includes printed meeting guide.

100.102 IN SEARCH OF EXCELLENCE 90 min.
Public Broadcast Co.

This video talks about a number of businesses and what they have done to have excellence in organization.

100.103 DISCIPLINE WITHOUT PUNISHMENT 21 min.
CRM McGraw-Hill Films

How to give discipline positively.

100.104 THE SUPERVISOR AND ARBITRATION 20 min.
BB Productions

Discusses:
*Documentation - progressive discipline
*Consistency in penalties
*Past practices
*Communication between supervisor and employee so supervisor action will hold up in arbitration

100.105 WHO STEPPED ON THIS BUTTERFLY 10 min.
James Merrill

Discusses self esteem - how to build and destroy it.

100.106 ARBITRATION - A JUST CAUSE LEADER'S GUIDE 52 min.
BNA Communication

A leader's informational guide to arbitration.

100.107 WHY EMPLOYEES DON'T DO WHAT THEY'RE SUPPOSED TO DO 25 min.

Film describes why employees don't do what should. It also discusses ways to get work done the way you want it done (meeting guide available).

100.107B WHY EMPLOYEES DON'T DO WHAT THEY'RE SUPPOSED TO DO
Leader's Guide

MANAGEMENT/SUPERVISION/LEADERSHIP
1/2" VIDEO TAPE

100.108 THE GREATEST MANAGEMENT PRINCIPLE IN THE WORLD 13 min.

Discusses the idea that employees do what they are rewarded to do. It shows how organizations inadvertently reward undesirable work behaviors (guide available).

100.109 SUBSTANCE ABUSE: A MANAGEMENT INTERVENTION PROGRAM 17 min.
AIMS Media

Discusses how managers deal with a substance abuse problem.

400.109 A, B & C ONE OF OUR OWN
Dartnell

Deals with AIDS in the workplace. A= Video 30 min.
B= Meeting Leader's guide C= Guide for management

100.110 TEAM BUILDING: A BLUEPRINT FOR SUCCESS 30 min.
American Management Association

Accompanying Leader's Guide

100.111 THE FIRST TIME AROUND 28 min.
Cally Curtis Company

Deals with work planning. A guide is available.

100.112 YOUR PROFESSIONAL IMAGE 15 min.
Idaho DOT

100.113 A & B QUALITY SUPERVISION FOR INDUSTRY 29 min.
American Media Incorporated

A=Video, B=Leader's guide with review exercises.

100.114 HIDDEN ASSETS: EMPOWERING GOVERNMENT WORKERS 20 min.
MTI/Film and Video

600.102 MANAGER'S ADVANTAGE: HANDLING EMPLOYEE TERMINATIONS 15 min.
Alexander Hamilton Inst. (1990)

100.115A MORE THAN A GUT FEELING II 28 min.
American Media Incorporated

100.115B Course Materials Guide

100.116 A-D PROFESSIONAL SUPERVISION SKILLS
How to increase your confidence, respect & results.

by Jack M Everitt
Published by CareerTrack Publications

Tape A-Volume 1 1 hour	From boss to supervisory leader Setting goals Time management
Tape B-Volume 2	How to hire winners Coaching a troubled employee
Tape C-Volume 3 1.25 hour	Identify employee needs How to motivate people Helping your employees grow

D-Video Workbook

100.117 A-D IMPLEMENTING SELF-DIRECTED WORK TEAMS
The breakthrough method for increasing productivity, sparking innovation and reducing costs.

Published by CareerTrack Publications

Tape A-Volume 1	Why self-directed teams? New roles and responsibilities
Tape B-Volume 2	Preimplementation Team Meetings
Tape C-Volume 3	Implementation Postimplementation Soft supports for teams

D-Video Workbook

100.118 A & B HOW TO DELEGATE WORK AND ENSURE IT'S DONE RIGHT
CareerTrack Publications

by Dick Lohr

Tape A-Volume 1	Part 1: Mentally Preparing to Delegate
	Part 2: How to Delegate Effectively
Tape B-Volume 2	Part 1: The Human Side of Delegation
	Part 2: Making the Right Things Happen

MANAGEMENT/SUPERVISION/LEADERSHIP
1/2 VIDEO TAPE

100.119 CONTROLLING INTERRUPTIONS-HOW TO FREE UP AN HOUR A DAY
Time Management 60 min

CareerTrack Publications

100.120 THINKING IT THROUGH 20 min
The mark of the professional supervisor

100.121 PRINCIPLE-CENTERED LIVING
Stephen R. Covey
Two videotapes on the "Timeless Principles of Effectiveness"

100.122 ABILENE PARADOX 28 min
Help inspire group members to voice their true opinions and prevent incorrect group decisions

MANAGEMENT/SUPERVISION/LEADERSHIP
AUDIO-CASSETTE TAPES

100.301 APPRAISING PERFORMANCE: AN INTERVIEW SKILLS COURSE
Norman R.F. Maier/University Associates

Provides a number of examples of the performance appraisal interview.

100.302 ONE-MINUTE MANAGER
Kenneth Blanchard/Spencer Johnson

A review of the skills of one-minute goal setting, praising and reprimanding of employee performance. (Also see: 100.503, 100.504 and 100.505)

100.303 LEADING MEETINGS (1982)
Xerox Learning Systems

Learn how to determine if a meeting is necessary and then conduct the meeting effectively using the time allowed.

100.304 INTERPERSONAL RELATIONS (1972)
Resources for Education and Management Inc.

Provides a number of cases on:
*Lack of Information
*Superior- Subordinate Conflict/Training
*Delegating Responsibilities
*Superior-Subordinate Conflict/Lack of Empathy
*Conflict Between Peers
*Job Enrichment
Includes a leader's guide.

100.305 INTERVIEWING SKILLS (1971)
Resources for Education and Management Inc.

Learning units include:
*General Principles of Interviewing
*Employment Interview
*Counseling Interview
*Disciplinary Interview
*Appraisal Interview
*Exit Interview.

100.306 THE MANAGERIAL SKILLS (1974)
Resources for Education and Management Inc.

Learning units include:
*Organizing for Results
*Developing Effective Management
*Decision Making
*Leading People
*Perception.

100.307 DISCIPLINE WITHOUT PUNISHMENT (1983)
Richard C. Grote/Eric L. Harvey
McGraw-Hill

Learning unit includes: facilitator's guide, participants workbook, audio tapes, and training aids.

100.308 WINNING MANAGEMENT STRATEGIES FOR THE REAL WORLD (1986)
Tom Peters/Robert Townsend

Includes:
*Getting the Job Done
*People Helping People
*How to De-clutter Your Life
*Innovation
*Decentralization of Information
*Marketing
*Saying Thanks
*Exceptional Service/Fewer People
*Missions

100.309 MEGATRENDS
John Naisbitt/Nightingale-Conant Corp.

A discussion of the role of management in today's business world.

100.310 HELP YOURSELF TIME MANAGEMENT (1984)
Xerox Learning Systems

Deals with taking charge of your time in prioritizing and planning of activities, how to conquer procrastination and how to delegate to others.

100.311 PLANNING
Training Resource Corporation

Includes discussion of contingency planning, the barriers in planning, developing alternative approaches and writing daily work plans. This is a trainer's guide to designing training sessions in planning.

100.312 SELF ESTEEM FOR WOMEN
Career Track Publications-
Six Tape and Workbook

Includes Why Self-Esteem for Women, Self-Esteem & Body Image, Self -Esteem Defined, Self-Schemas,Your Critical Inner Voice, Why Do We Listen To the Critic, You Can Change Your Critical Inner Voice, Self Defeating Thinking, The Power of Affirmations, What Really Makes People Happy and Techniques on Increasing Your Happiness.

100.313 POSSIBILITY THINKING
Dr. Robert H. Schuller

Learning units include: 1) Attitude, 2) Imagination, 3) Opportunities, 4) Problems, 5) Goals, 6) Leadership, 7) Self-esteem, 8) Faith, 9) Energy, 10) Time, 11) Determination, and 12) Management.

100.314 THE FIRST TIME SUPERVISOR (1981)
Loren B. Belker/Amacom

Discusses being a new supervisor.

100.315 GOAL SETTING (1981)
Charles L. Hughes/Amacom

Discusses the reasons for goal setting and the benefits.

100.316 MANAGEMENT ESSENTIALS
Sourcecom

Presents solutions to six tough people problems managers face:

*How to handle anger without losing your case
*How to discipline and get results
*How to counsel employees on sensitive issues
*How to conduct performance reviews
*Managing problem employees
*How to manage the difficult people in your life

100.317 SUCCESS ESSENTIALS (1987)
Sourcecom

Series of twenty tapes on being a manager.

100.318 HOW TO DELEGATE WORK (1989)
Dick Lohr/Career Track

100.319 HOW TO GET RESULTS WITH PEOPLE (1988) 3 hrs.
Jeff Salzman/Career Track Publications

How to build your leadership, power and visibility.

100.320 PERSONALITY CONFLICTS: WHEN PEOPLE DON'T GET ALONG
AMA (1988)

100.321 HOW YOU CAN BE MORE CREATIVE
Roger Von Oech/Nightingale Conant

100.322 COPING WITH DIFFICULT PEOPLE (1986)
Robert M. Bramson/Nightingale Conant

MANAGEMENT/SUPERVISION/LEADERSHIP
AUDIO-CASSETTE TAPES

100.323 MANAGING THE PROBLEM EMPLOYEE: TURNING LOSERS INTO WINNERS (1988)
Dr. Cley Sherman

Includes: disciplining, performance appraisal, communication and termination.

100.324 BLANCHARD AND TRACY ON LEADERSHIP (1989)
Ken Blanchard/Brian Tracy

How to select, develop, direct and motivate a superior staff.

100.325 MANAGING PROFESSIONAL PERFORMANCE
Novations Group, Inc.

In depth interviews with Paul Thompson & strategies for career management.

100.327 CAREER STRATEGIES: WHAT MANAGERS MUST DO TO MOVE FORWARD (60 min)

100.328A THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE 1989
Stephen R. Covey
It is a comprehensive program based on developing an awareness of how perceptions and assumptions hinder success (1 tape - shorter version).

100.328B THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE
Stephen R. Covey
This is the longer version - contains 12 audiotapes.

100.329 PRINCIPLE-CENTERED LEADERSHIP 1992
Stephen R. Covey
Tells us how to apply these principles to the problems we face every day-and how to meet the goals of all strong business leaders: quality, productivity, profitability and win-win relationships.

100.330 PRINCIPLE-CENTERED LEADERSHIP 1992
Stephen R. Covey
6 tapes - more detailed seminar than above

100.331 LIVING THE SEVEN HABITS
Stephen R. Covey
5 audiotapes

MANAGEMENT
BOOKS AND PAMPHLETS

100.501 HOW THE SUCCESSFUL WOMAN MANAGES (a self-study program)
Beverly Hyman (1981)

Course is presented by American Management Associates.
Topics covered are:
*Communications
*Management Skills
*Time and Stress Management
*Decision Making/Problem-Solving
*Leadership
*Managing Change

100.502 SUCCESS THROUGH ASSERTIVENESS (a self-study program)
Diane Arthur (1980)
American Management Association.

Topics covered are:
*Assertive Behavior
*Self Image
*Self Awareness
*Identifying and Overcoming Obstacles
*Verbal and Non-verbal Assertive Tools
*On the Job Assertiveness
*Assertiveness in Work Relationships

100.503 PLANNING AND CONTROL FOR MANAGERS (1979)
Peter B. Venuto

*Fundamentals of Planning
*Top-level goal assessment
*Setting short-range objectives
*Developing action programs
*Budgeting
*Checking plans through controls

100.504 GENERAL MANAGEMENT (1979)
Grant E. Mayberry

*The challenge of leadership
*Motivation
*Communication
*Practicalities of productivity
*Building teamwork

100.505 WHAT MANAGERS DO (1978)
Donald Burke

Development of contemporary management
*Planning function *Motivation
*Organization *Leadership
*Staffing *Controlling

Video course is also available

MANAGEMENT
BOOKS AND PAMPHLETS

100.506 MANAGEMENT
Robbins-Prentice Hall
Text

100.507 PERSONNEL/HUMAN RESOURCE MANAGEMENT
Dessler-Prentice Hall
Text

100.508 MANAGEMENT, 8th Edition
Koontz/O'Donnell/Weihrich
McGraw-Hill Book Company

100.509 MANAGEMENT FUNDAMENTALS (1979)
Gary Dessler

*Planning, developing and organizing
*Motivation
*Controls (controlling process)

100.510 MANAGING IN TURBULENT TIMES (1980)
Peter F. Drucker

Looking at the future and how managers will deal with changes, population dynamics and the emergence of the "employee" society.

100.511 MANAGEMENT: TASKS - RESPONSIBILITIES - PRACTICES
Peter F. Drucker (1973)

Looks at the tasks of management:
The manager: Work, jobs, skills and organization
Top management: Tasks, organization, strategies

100.512 MANAGEMENT IN SMALL DOSES (1986)
Russel L. Ackoff

Talks about a variety of managing areas:
*Appropriate technology
*Growth vs. Development
*Learning and Understanding

100.513 ENCYCLOPEDIA OF PROFESSIONAL MANAGEMENT (1978)
Lester R. Bittel

A guide to the profitable practice of management including all essential management practices and techniques.

100.514 THE NEW RATIONAL MANAGER
Charles H. Kepner & Benjamen B. Tregoe
Princeton Research Press

100.515 MANAGEMENT AND THE WORKER (1947)
F.J. Roethlisberger & William J. Dickson

Deals with the various worker areas:
*Shorter work week and days
*Testing fatigue and monotony
*Practical applications
*Interviewing process
*Supervisory situations

100.516 THE ABILENE PARADOX (1988)
Jerry B. Harvey (see 100.122 1/2" videotape)

How companies set themselves up for failure by fostering alienation, distrust, deceit, and fear of risk-taking and what you can do to avoid the "no gain" situation.

100.517 UNDERSTANDING YOUR MANAGEMENT STYLE: Beyond the Myers-Briggs Type indicator
Robert Benfari, PH.D (1991)

100.518 MANAGER'S FACTOMATIC (2 copies)
Jack Horn (1978)

*Handling employee-created problems
*Increasing employee effectiveness
*Bringing wasted effort under control
*Avoiding and minimizing undesirable situations

100.519 THE EFFECTIVE PUBLIC MANAGER (1988)
Stephen Cohen

*How to find and keep a good staff
*Structuring for optimum productivity
*Improving the quality of information
*Determining goals and strategies
*Dealing with supervisors and subordinates

100.520 PUBLIC ADMINISTRATION, AN ACTION ORIENTATION
Robert B. Denhardt-Brooks/Cole Publishing
Text

100.521 THE INTELLECTUAL CRISIS IN AMERICAN PUBLIC ADMINISTRATION (1974)
Vincent Ostrum

Setting up a good administration based on French and Prussian bureaucracies.

100.522 HIGH INVOLVEMENT MANAGEMENT (1988)
Edward E. Lawler III

How quality circles, self-managing workteams, job enrichment, gainsharing work and how to combine part of each of these for a detailed participative management.

100.523 CAREER TRACKING
Jimmy Calano & Jeff Salzman
CareerTrack Publications

26 Success Shortcuts to the Top

100.524 A PASSION FOR EXCELLENCE: THE LEADERSHIP DIFFERENCE
Tom Peters & Nancy Austin
Random House Publishers

100.525 MANAGEMENT OF ORGANIZATIONAL BEHAVIOR: UTILIZING HUMAN RESOURCES (1982)
Paul Hersey & Ken Blanchard

100.526 CREATING A NEW CIVILIZATION: The Politics of the Third Wave. Alvin and Heidi Toffler/Foreword-Newt Gingrich

This book is a key effort in the direction of empowering citizens.

100.527 GMP *THE GREATEST MANAGEMENT PRINCIPLE IN THE WORLD
Michael LeBoeuf, PhD (1985)

How to simplify problems, boost loyalty, make decisions and get the best from others.

100.528 MEGATRENDS (1984)
John Naisbitt

Outlines where our sophisticated technology is taking us and ten new directions for transforming our lives.

100.529 IN SEARCH OF EXCELLENCE (1982)
Thomas J. Peters & Robert H. Waterman Jr.

Eight basic practices that are characteristic of successfully managed companies. How and why they work.

100.530 THE HUMAN SIDE OF ENTERPRISE (1960)
Douglas McGregor

Policies and practices in the management of human resources incorporating human nature and behavior.

100.531 STEWARDSHIP
Peter Block
Choosing service over self-interest.

100.532 EMPIRES OF THE MIND
Dennis Waitley

Lessons to lead and succeed in a knowledge-based world.

100.533 SCULPTING THE LEARNING ORGANIZATION
Jossey-Bass Publishers

Lessons in the Art and Science of Systemic Change.

100.534 RETRACKING AMERICA-A THEORY OF TRANSACTION PLANNING
John Freidman (1973)

The author outlines a new style of planning appropriate to the current conditions of America showing how to link knowledge to action.

100.535 WHO'S DRIVING YOUR BUS
Pfieffer & Company

Codependent business behaviors of workaholics, perfectionists, martyrs, tap dancers, caretakers and people pleasers.

100.536 LEADERSHIP AND THE ONE MINUTE MANAGER (1995)
Kenneth Blanchard

Increasing effectiveness through situational leadership.

100.537 ONE MINUTE MANAGER (1983)
Kenneth Blanchard

*One minute goal settings
*One minute praising
*One minute reprimands

100.538 PUTTING THE ONE MINUTE MANAGER TO WORK (1984)
Kenneth Blanchard

Application of the three steps.

100.539 EFFECTIVE HUMAN RESOURCE DEVELOPMENT
Neal E. Chalofsky & Carlene Reinhart

100.540 SELF-EVALUATION AND PLANNING FOR HUMAN SERVICE ORGANIZATIONS
Harvey Newman, William O'Reilly & Alfons Van Wijk

100.541 MANAGING FOR ACCOUNTABILITY
Preserving the public trust in public and nonprofit organizations
Kevin P. Kearns

100.542 BEYOND REENGINEERING
Michael Hammer
How the process-centered organization is changing our work and our lives

100.543 THE IMPROVEMENT GUIDE
Langley, Nolan, Norman & Provost
A practical approach to enhancing organizational performance

SUPERVISION
BOOKS AND PAMPHLETS

101.501 STEPPING UP TO SUPERVISION (1987)
Marion E. Haynes

*Being personally effective
*Working with individuals and groups
*Plans for growth development

101.502 RATE YOUR SKILLS AS A MANAGER
The editors of Crisp Publications

Preparing to Manage in Tough Times

101.503 THE NEW SUPERVISOR
Elwood Chapman-Crisp Publications

A guide for the newly promoted.

101.504 FROM TECHNICAL SPECIALIST TO SUPERVISOR
Donald Shandler-Crisp Publications

Making the successful transition

101.505 MANAGEMENT & SUPERVISORY SKILLS FOR FIRST TIME MANAGERS AND SUPERVISORS

Seminar Notes-Trainers: Debra & John Divine

101.506A BASIC SUPERVISION IN PUBLIC WORKS
American Public Works Association
Student Manual

101.506B BASIC SUPERVISION IN PUBLIC WORKS
American Public Works Association
Instructor's Guide

101.507 SUPERVISORY TRAINING AND DEVELOPMENT
Kirkpatrick (second edition)

A practical guide from program design, to the evaluation of training programs.

101.508 THE NEW SUPERVISOR: SKILLS FOR SUCCESS
Bruce B. Tepper - American Media Publishing

LEADERSHIP
BOOKS AND PAMPHLETS

102.501 THE ESSENTIALS OF SITUATIONAL LEADERSHIP: An approach for increasing managerial effectiveness
*Theories *Concepts *Applications

102.502 SYSTEMATIC PROBLEM-SOLVING AND DECISION MAKING
Sandy Pokras-Crisp Publications

Methods for problem solving and decision making.

102.503 PRINCIPLE-CENTERED LEADERSHIP
Stephen R. Covey

102.504 THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE
Powerful lessons in personal change
(also available in audio tape)

102.505 ORGANIZATIONAL CHANGE THROUGH EFFECTIVE LEADERSHIP
Robert H. Guest/Paul Hersey/Kenneth H. Blanchard
(1977)

102.506 LEADING TEAMS: THE SKILLS FOR SUCCESS
Sam R. Lloyd - American Media Publishing

103.501 QUALITY CIRCLES (1982)
Laurie Fitzgerald & Joseph Murphy

Installing and practicing quality circles.

103.502 FUNDAMENTALS OF BEHAVIOR (1976)
Powers & Osbourne

Topics include:
*Positive and negative reinforcement
*Stimulus control
*Emotional behavior
*Behavior modification

103.503 MILITARY LEADERSHIP
Department of Army-July 1990

Approaches to using leadership in the military.

103.504 HOW TO IMPROVE PERFORMANCE THROUGH APPRAISAL AND COACHING (1982)
Donald L. KirkPatrick

Part I *What the appraisal process should be
*How to prepare and conduct and appraisal
*How to prepare meaningful performance improvement plans
*How to be an on the job coach

Part II *Actual appraisal samples and case studies

103.505 COACHING & COUNSELING
American Management Association

*How to deal with goof-offs
*Troublemakers and other problem performers

103.506 COACHING AND COUNSELING (1989)
Marianne Minor
A practical guide for managers.

103.507 COACHING FOR IMPROVED WORK PERFORMANCE (1987)
Ferdinand F. Fournies

Educates you on how to use face-to-face coaching to obtain immediate, positive results, increase productivity, raise quality, reduce absenteeism, increase sales, improve project results.

103.508 COACHING FOR COMMITMENT (1989)
Dennis C. Kinlaw

*Managerial strategies to increase performance
*Proper ways of: Mentoring, Tutoring, Counseling, and Confronting.

103.509 MANAGEMENT SOLUTIONS SPECIAL REPORTS (1987)

*Problem solving A
*Training B
*Team building C
*Decision making D
*Making motivation work E
*Management development & leadership techniques F
*Practical negotiations & conflict resolution G
*The manager & the law H
*Counseling I
*Building a professional image J
*Time management K
*Strategies for planning and control L

103.510 TEACHING STRATEGIES AND TECHNIQUES FOR ADJUNCT FACILITY
Donald Greive, Ed.D. (1991)

103.511 DEVELOPING POSITIVE ASSERTIVENESS
Sam Lloyd-Crisp Publications

Think assertively, feel confident, and behave positively.

103.512 SELECTION & WORKING WITH CONSULTANTS
Thomas J. Ucko-Crisp Publications

Strategies to get the best from consultants.

103.513 ETHICS FOR GOVERNMENT EMPLOYEES
Charles P. Lickson-Crisp Publications

Standards of conduct for the "public sector".

103.514 THE FIFTY-MINUTE CAREER DISCOVERY PROGRAM
Elwood Chapman-Crisp Publications

103.515 MAKING HUMOR WORK (1989)
Terry L. Paulson PH.D

Taking your job seriously and yourself lightly

103.516 WINNING AT HUMAN RELATIONS: HOW TO KEEP FROM VICTIMIZING YOURSELF (1989)
Elwood N. Chapman

Practical techniques for professional development.

103.517 MOTIVATING PEOPLE: (1991)
Kurt Hanks

How to motivate others to do what you want and thank you for the opportunity.

103.518 GIVING AND RECEIVING CRITICISM (1990)
Patti Hathoway

Your key to interpersonal success.

103.519 MANAGING DISAGREEMENT CONSTRUCTIVELY (1988)
Herbert S. Kindler

Conflict management in organizations.

103.520 HOW TO IMPROVE YOUR SKILLS VOLUME 1
American Management Association

*Leadership *Motivation *Communication

103.521 HOW TO IMPROVE YOUR SKILLS VOLUME 2
American Management Association

*Delegation
*Performance feedback
*Conflict management

103.522 MENTORING (1992)
Gordon F. Shea

A practical guide on how to develop successful mentor behaviors

103.523 WORKING TOGETHER (1989)

How to become more effective in a multicultural organization.

103.524 ON THE LEVEL: PERFORMANCE COMMUNICATION THAT WORKS
Patricia McLagan & Peter Krembs

Spells out proven methods that can help everyone improve performance communication.

103.525 ATTITUDE: YOUR MOST PRECIOUS POSSESSION (1987)
Elwood N. Chapman

A practical, workable guide to human relations.

103.526 MANAGERIAL DECISION MAKING (1980)
George P. Huber

An overview of decision making and problem solving.

103.527 GOALS AND GOAL SETTING
Larrie A Rouillard-Crisp Publication

103.528 IMPROVING ON-THE-JOB TRAINING
William J. Rothwell & H. C. Kazanas
Jossey-Bass Publishers

How to establish and operate a comprehensive OJT program.

103.529 RISK TAKING
Hervert Kindler-Crisp Publications

A Guide for Decision Makers: Learning to manage risk more effectively.

103.530 EMPOWERMENT
Scott & Jaffe-Crisp Publications

How to build an empowered workplace

103.531 THE CONTINUOUSLY IMPROVING SELF
Jeffery Lickson-Crisp Publications

A Personal Guide to TQM: Applying Deming's Principles for personal improvement.

103.532 THE PEOPLE PUZZLE (1979)
Morris Massey

Learn to analyze your personality for better performance. How to deal with daily frustrations.

103.533 STRESS AND WORK: A MANAGERIAL PERSPECTIVE
John M. Ivancevich & Michael T. Matteson
Scott, Foresman and Company Publishers

103.534 PRACTICAL CONFLICT MANAGEMENT SKILLS TO RESOLVE HIGHWAY/WETLAND ISSUES
NHI-Course Reference Manual

103.535 RESOLVING TRANSPORTATION RELATED CONFLICT
USDOT

Training manual to aid in resolving conflict through effective communication.

103.536 ARTFUL MEDIATION
Slaine Yarbrough & William Wilmont

103.537 INTERPERSONAL CONFLICT 3rd Edition
Joyce L. Hocker & William W. Wilmont

103.538 SKILLS FOR CONTROLLING CONFLICT
Dr. Cal LeMon
OSU partners in education APWA

For citizens, colleagues and the boss.

103.539 MAKING MEETINGS WORK
Karen Anderson
American Media Publishing

103.540 INCREASING EMPLOYEE PRODUCTIVITY
An introduction to value management
Lynn Tylczak

Improved product and service quality at lower costs.

103.541 DRIVING FEAR OUT OF THE WORKPLACE
How to overcome the invisible barriers to quality, productivity and innovation
Kathleen D. Ryan & Daniel K. Oestreich

103.542 MANAGING CONFLICT AT WORK
Jim Murphy - American Media Publishing

103.543 EFFECTIVE DELEGATION SKILLS
Bruce B. Tepper - American Media Publishing

103.544 NEGOTIATE WITH CONFIDENCE
Ed Brodow - American Media Publishing

103.545 DOCUMENTING DISCIPLINE
Michael Deblieux - American Media Publishing

103.546 THE PROMISE OF MEDIATION
Responding to Conflict Through Empowerment & Recognition
By Robert Bush and Joseph Folger

TIME MANAGEMENT
BOOKS AND PAMPHLETS

104.501 NEW TIME MANAGEMENT (1975)
R. Alec MacKenzies

Discuss time and time management as it applies to the workplace, gives suggestion on solving time wasting and dealing with the time waster.

104.502 THE TIME TRAP: HOW TO GET MORE DONE IN LESS TIME
R. Alec Mackenzie

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Dept. of Treasury-Internal Revenue Service

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Dept. of Treasury-Internal Revenue Service

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Peter R. Scholtes-Joiner Press

Covers building a team, function of a team and building the tools for teamwork.

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American Management Association

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4th Edition-West Publishing Company

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Discussion of:
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*5 Microsoft Windows Ver. 3.0 Diskettes 2 copies

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Getting Started
Zenith data systems Groupe Bull

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Installation and User's Guide
Digital DECPC

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Getting Started

205.501C LOTUS 1-2-3 FOR DOS RELEASE 2.4
Quick Reference

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205.502 LOTUS 1-2-3 RELEASE 5
Spreadsheet for windows user's guide

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Getting Started

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Reference

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Ralph E. Holmes & Judith M. Johnston (1990)

206.502 THE COMPUTER SCHOOL: Using Wordperfect for Complex Documents.

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206.505 USING WORDPERFECT 6.1 FOR WINDOWS
Special Edition

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Student Manual Updated Jan 1994

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207.502B MICROSTATION 95 - Basic Guide
Bentley

207.502C MICROSTATION 95 - Administrator's Guide
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207.502D MICROSTATION 95 - Upgrade Guide
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207.502E MICROSTATION 95 - Tutorial Workbook
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207.502F MICROSTATION 96 - Introduction Class Lab Manual

207.502G MICROSTATION 96 - Introduction Class

207.503A MICROSTATION - User's Guide
Bentley

207.503B MICROSTATION - Reference Guide
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207.503C MICROSTATION - Development and Support Guide
Bentley

207.503D MICROSTATION - Database Guide
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207.503E MICROSTATION - Introducing Microstation PC
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Laura Lamar

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Demonstration Project 85-Participant's Workbook
U.S. DOT/FHWA

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Demonstration Project May 1996

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McGraw Hill Films

300.102 through 300.107 THE ELEMENTS OF STYLE & EXERCISE BOOK
William Strunk Jr./E.B. White

Narrated by Charles Osgood. This video deals with forming possessives, using commas, semicolons, dashes, proper pronouns and subject/verb agreement. Composition part deals with paragraphs, active voice, needless words and words and expressions commonly misused. Accompanying workbook.

300.102 MODULE 1

300.103 MODULE 2 AND 3

300.104 MODULE 4 PART 1

300.105 MODULE 4 PART 2

300.106 MODULE 5

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300.108 CAUSE FOR LISTENING (TRAINING PROGRAM) WORKBOOK

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100.101 A WILD GOOSE CHASE 5 min.

(see Management/Supervision/Leadership for description)

100.105 WHO STEPPED ON THIS BUTTERFLY 10 min.

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300.109 SKILLS FOR CONTROLLING CONFLICT
American Public Works Association

A facilitator's guide for the videotape training series,tapes to follow.

300.109A SESSION 1 THE CAUSES OF CONFLICT

300.109B SESSION 2 DO MEN AND WOMEN COMMUNICATE DIFFERENTLY

300.109C SESSION 3 ENDING "GAME-PLAYING" IN THE WORKPLACE

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How bring humor to the workplace.

CareerTrack Publications
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*Improving Personal Communicating
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*Supervisor As A Communicator
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This learning unit provides an introduction to organizational communication problems...discusses good and bad communication, and offers examples of each; and explaining the elements of a communication system.

300.302 COMMUNICATING EMPATHY (1980)
John Milnes/Harvey Bertcher
Resources for Education and Management Inc.

A tape-assisted learning program. Deals with communicating feeling.

300.303 THE LISTENING TEST (1976)
John E. Jones/Lawrence Mohr

A tape-assisted learning program dealing with listening and understanding what has actually been said.

300.304 LISTENING: THE QUIET SIDE OF COMMUNICATION
American Media Association (1988)

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Network your way to better business contacts, more interesting friends, and new and unusual opportunities.

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Alvin Toffler

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BasicBooks of HarperCollins Publishing

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Philip E. Atkinson

300.509 MANAGING CHANGE THROUGH TRAINING & DEVELOPMENT
Jim Stewart (1991)

300.510 CUSTOMER-FOCUSED PROCESS IMPROVEMENT
Lochridge & Company, Inc.

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Price Pritchett

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Roger D' Aprix

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Tools for Assessment and Change
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Jerry W.Koehler/Karl W.E. Anatol/Ronald L. Applbaum (1981)
Looks at the message and the communicator in great detail, including small group communication and decision making.

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A guide to the skills and techniques.

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Topics cover communication barriers, listening and feedback, perception, self-expression, non-verbal communication and application.

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Diane Bone

Improve personal productivity through better listening.

301.510 SELLING TO A GROUP-PRESENTATION STYLES
Paul le Roux/Harper & Row Publishers

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A step-by-step aid to the art of pubic speaking from approaching the platform to the question and answer session.

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302.509 CONVERSATION MAGIC (1981)
Les Danaldson

How to make a positive impression and persuade people using your communication magic.

302.510 WRITING RESUMES (1985)
Stephen D. Bruce

Discusses what a good resume is, what information to include and how to write a resume.

302.511 HOW TO WRITE JOB DESCRIPTIONS (1982)
Bureau of Law and Business, Inc.

A step-by-step guide including word definitions.

302.512 WRITING GOOD PROSE (1971)
Alexander E. Jones & Claude W. Faulkner

*Writing pairs of independent clauses
*Writing paragraphs
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302.513 A STEP-BY-STEP GUIDE FOR ASSEMBLING COURSE MANUALS
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Covers overall course development and the construction sequence. Contains a user guide.
Joyce L. Hocker & William W. Wilmot

302.514 WRITING AND DESIGNING OPERATORS MANUALS (1984)
Gretchen H. Schoff & Patricia Robinson

How to write operator's manuals analyzing user needs.

302.515 MDOH READABLE WRITING REFERENCE GUIDE
(hand outs available)

Techniques for clear concise writing, contemporary writing styles and formats and state statutes governing readable writing.

302.516 HOW TO WRITE A REPORT YOUR BOSS WILL READ AND REMEMBER
Raymond V. Lesikar, Published by Dow Jones Irwin

302.517 WRITING AT WORK: DO'S, DON'TS AND HOW TO'S (1976)
Ernst Jacobi

How to overcome procrastination and rid yourself of stiff or awkward writing.

302.518 THE ELEMENTS OF STYLE (1979)
E.B. White

Contains principles of composition, rules of usage, form, word and expressions commonly used.

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Discusses spelling, punctuation, footnotes, special forms, and U.S. Government documents.

302.520 FADS, FALLACIES AND FLERD: STEERING CLEAR OF BAD WRITING ADVICE (1992)
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302.523 WRITE SO IT COUNTS Administrator's guide
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400.103 CPR-THE WAY TO SAVE LIVES 57 min.

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400.105 DRINKING AND DRIVING: THE TOLL, THE TEARS 57 min.
Kelly Burke/WETA (1986)

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400.108 CLOSED CONTAINERS AND FIRE 20 min.

Explains the dynamics of fire in a closed container.

400.109 A,B & C ONE OF OUR OWN 30 min.
Dartnell

Deals with AIDS in the workplace. Accompanying material includes: programs for employee education, a leader's guide, a guide to what to do when a co-worker has AIDS, and a manager's guide to AIDS.

400.110 AWARENESS FOR INITIAL RESPONSE TO HAZARDOUS MATERIALS INCIDENTS 15 min.

Covers identification and initial response procedures for hazardous materials incidents.

~~400.110 FIRST ON THE SCENE 29 min.~~

~~Uses a good/bad example format to demonstrate hazardous materials response safety.~~

HEALTH/SAFETY
1/2 INCH VIDEO

H	400.111	TEAMWORK: SAFE HANDLING OF A HAZARDOUS MATERIAL INCIDENT	38 min.
	on the same tape	Shows the advantages of teamwork in incident management	
O	400.111	MIAMISBURG: ANATOMY OF A RESPONSE	19 min.
		Analyzes the community's response to a major rail accident.	
D	400.112	NATIONAL CHEMICAL RESPONSE INFORMATION CENTER	14 min.
		Covers services provided by Chemical Manufacturing Association.	
A	400.113	FATHER MARTIN'S GUIDELINES FOR HELPING THE ALCOHOLIC FMS Productions, Inc.	48 min.
K	400.114	AMERICAN RED CROSS STANDARD FIRST AID (2 tapes)	4 hrs.
A	400.115	TOWARD A DRUG FREE AMERICA	
G	400.116	LP GAS: KNOW THE FACTS TX DOT	11 min.
N	400.117	WORK ZONE FLAGGING-IDAHO DOT	12 min.
O	400.118	RTAP CONFERENCE (1989)	
		Tort liability, planning a safety program, workzone traffic control and commercial driver licensing.	
K	400.119	BENEFITS-STATE HEALTH PLAN, MANAGED CARE PROGRAM	40 min.
K	400.120	TOTAL FITNESS FOR BUSY PROFESSIONALS	
G	400.121	ACCIDENT INVESTIGATION Summit Training Source	22 min.
A	400.122	ENEMY WITHIN: DRUGS IN THE WORKPLACE MTI Film and Video	26 min.
M	400.123	AIR BAGS NOW (1990) Insurance Institute for Highway Safety	10 min.
N	400.124	CRASHING CARS: TESTING FOR SAFETY (1986) Insurance Institute for Highway Safety	8 min.
M	400.125	WHEN TEENAGERS DRIVE (1985) Insurance Institute for Highway Safety	12 min.

400.126 CHILDREN IN CRASHES (1986) 8 min.
Insurance Institute for Highway Safety

400.127 ANTILOCK BRAKES MAKE SENSE (1987) 11 min.
Insurance Institute for Highway Safety

400.128 BACK TO WORK (1990) 20 min.
EAP Support Series

The program shows supervisors how to deal with an employee who's returning to work after treatment for substance abuse. It gives glimpses of activities in treatment and successful ways to make the transition back to work.

400.129 LIGHT VEHICLE SKIDS: CAUSE AND CONTROL
GND Association

400.130 DRIVER PERCEPTION COURSE (3 tapes)
ADVANCED DRIVING SKILLS PROGRAM (1989)
Safe Performance Association
Includes written leader guide/ Jack K. Weaver, PhD

Tape 1- Overview
Searching Exercise

Tape 2- Identifying Exercise
Predicting Exercise

Tape 3- Deciding Exercise
Executing Exercise

400.131 ADVANCED DRIVING SKILLS PROGRAM DRIVING ENVIRONMENT
Jack K. Weaver, PhD (1989)

Leader's Guide

400.132 DRIVING RISK CONTROL
Advanced Driving Skills Institute

400.133 VEHICLE CONTROL/PROCEDURES
Advanced Driving Skills Institute

400.134 DRIVER AND TRAFFIC KNOWLEDGE
Advanced Driving Skills Institute

400.135 TRAFFIC PERCEPTUAL SKILLS
Advanced Driving Skills Institute

400.136 DRIVER AND TRAFFIC EXPOSURE
Advanced Driving Skills Institute

400.137 MINUS TEN
Advanced Driving Skills Institute

HEALTH/SAFETY
1/2 INCH VIDEO

400.138 ADVANCED DRIVING SKILLS QUIZ
Advanced Driving Skills Institute

400.139 KENWORTH CDL PLUS PROGRAM WORKBOOK/VIDEO 17 min.
*The Commercial Driver's License
*Special Rules/Laws That Apply to
Drivers of Commercial Vehicles

400.140 KENWORTH CDL PLUS PROGRAM WORKBOOK/VIDEO 17 min.
Specifically Developed for the Forest Service

400.141 A PREPARING FOR THE COMMERCIAL DRIVER'S LICENSE KNOWLEDGE TEST 18 min.

Accompanying study guide.

A 4 tape series from J.J. Keller & Associates

400.141B THE COMMERCIAL DRIVER'S LICENSING TEST REVIEW

400.141C PREPARING FOR THE CDL ROAD TEST

400.141D PREPARING FOR THE CDL OFF ROAD TEST

400.143 BACK INJURY PREVENTION PROGRAM MODULE 1-2-3 (1989)
DuPont

Tape 1 (Module 1)-	Biomechanics	15 min.
Tape 2 (Module 2)-	Ergonomics	13 min.
Tape 3 (Module 3)-	Fitness	19 min.

400.144 HOW TO HANDLE FLAMMABLES (1989)
J.J. Keller and Associates, Inc.

400.145 HOW TO HANDLE CORROSIVES (1989)
J.J. Keller and Associates, Inc.

400.146 HOW TO HANDLE SOLVENTS (1989)
J.J. Keller and Associates, Inc.

400.147 FLAMMABLE AND NON-FLAMMABLE COMPRESSED GASES (1989)
J.J. Keller and Associates, Inc.

400.148 IMMEDIATE EMERGENCY RESPONSE (1989)
J.J. Keller and Associates, Inc.

This video covers what should be done at
the scene of a hazardous materials accident.

400.149 COLD WEATHER SAFETY (1990)
NUS Training Corporation

Includes program and leader's guides

HEALTH/SAFETY
1/2 INCH VIDEO

400.150 SAFETY IN THE OFFICE (1988)
NUS Training Corporation

Includes written leader and program guides

400.151 STRESS: YOU'RE IN CONTROL
American Media Incorporated

Includes a stress inventory and how to increase your assertiveness.

400.152 OPEN ROADS: A LOOK AT FREEWAY INCIDENT MANAGEMENT 19 min.
US DOT

400.153 IN CONTROL: A home video freedom from smoking program
American Lung Association (1985)

400.154 PESTICIDE SAFETY: IT'S IN YOUR HANDS 66 min.
(has accompanying leader's guide-see 400.510)

400.155 FIRE EXTINGUISHER: FIGHT OR FLIGHT?
National Fire Protection Association

Includes Instructor's Guide.

400.156 TRUCKS AND BICYCLES - SHARING THE ROAD
American Trucking Associations

400.157 The MSDS & YOU

400.158 UNDERSTANDING CHEMICAL LABELS

400.159 CONFINED SPACES DEADLY PLACES 22 min.
(Has 11 accompanying Trainers Manuals)

400.160 HEARING CONSERVATION A SOUND CHOICE
Summit Training Source Inc.

400.161 THE CASE OF THE RIGHT TO KNOW MYSTERY

400.162 DOCUMENTARY-RUBBERIZED RAILROAD CROSSINGS

400.163 LET'S PRETEND: THE CASE FOR EYE SAFETY (1993) 20 min.

400.164 TAKING CONTROL 27 min.
The Workers' Compensation-Return to Work Connection
BARR Media Group

400.165 VEHICLE BACKING
J.J. Keller & Associates, Inc. 10 min.

400.166 ODOT ELEMENTS OF FLAGGING SAFETY 1992 10 min.

HEALTH/SAFETY
1/2 INCH VIDEO

400.167	HAZARDOUS MATERIALS:DOT REGS FOR SHIPPERS Video and Training Guide Air & Water Tech/Metcalf & Eddy	25 min.
400.168	THAT MOMENT IN TIME Charthouse Learning Corporation An introduction to how emotion and attitude affect judgement.	20 min
400.169	THERE ARE CHOICES Charthouse Learning Corporation How emotion and attitude affect judgement;steps to take control of emotion and attitude.	19 min
400.170	HUMAN BEHAVIOR-REDUCING UNSAFE ACTS Long Island Productions #149	11 min
400.171	SAFETY AND THE SUPERVISOR Long Island Productions #231	25 min
400.172	SAFETY IS YOUR RESPONSIBILITY Long Island Productions #179	13 min
400.173	REPORT TO WORK/YOUR SAFETY RESPONSIBILITY Long Island Productions #243	10 min
400.174	MIKE PRYOR: TELLING LIKE IT IS! WITH LEADER'S GUIDE ERI Safety Videos	18 min
400.175	ACTAR 911 INFANTRY AN OVERVIEW FOR CPR INSTRUCTORS VERSION 1 Produced by Actar Airforce Inc Toronto, Canada	15 min
400.176	ACTAR 911 AN OVERVIEW FOR CPR INSTRUCTORS VERSION 2 Produced by Actar Airforce Inc Toronto, Canada	20 min
400.177	WORK ZONE SAFETY PROGRAM TRUCKING North Carolina Dept of Transportation N. C. Trucking Association Safety Mgmt Council	8 min
400.178	BACK SUPPORT Illinois Dept of Transportation Produced by Lewis Products	

HEALTH/SAFETY
1/2 INCH VIDEO

400.179 CRANE SAFETY 3 hr
Produced by Ontario Construction Association

*Crane Types & Comparison	19 min
*Hazard Awareness	14 min
*Reeving	15 min
*Wire Rope	19 min
*Slings	20 min
*Hardware	20 min
*Chains	12 min
*Hand Signals	7 min
*Hoists & Winches	19 min
*Rollers & Jacks	16 min

400.180 SOUTH DAKOTA SAFETY TRAINING PROGRAM 25 min

*Hand Safety	5 min
*Head Protection	5 min
*Slips, Trips & Falls	5 min
*Clean Up That Mess	5 min
*So-You Want a Video	5 min

400.181 SPEEDING CAN WRECK YOUR DAY 5 min
Florida Highway Patrol
Published by Woolums, Scott & Co Inc

400.182 BACK SUPPORT 10 min

400.183 SNOWPLOW SAFETY 23 min
National Safety Council
Published by FLI Learning Systems

400.184 SAFETY GEAR: RESPIRATORS 12 min
AIMS Media

400.185 SAFETY GEAR: HEAD PROTECTION 10 min
AIMS Media

400.186 SAFETY GEAR: FOOT PROTECTION 11 min
AIMS Media

400.187 SAFETY GEAR: EYE AND FACE PROTECTION 11 min
AIMS Media

400.188 SAFETY ON THE JOB SERIES: FIRE EXTINGUISHERS
AIMS Media 23 min

400.189 THE ULTIMATE DRIVING CHALLENGE 30 min
AIMS Media

400.190 INTRODUCTORY OVERVIEW 19 min
AIMS Media
Includes 2 Presenter's Guides
Training for the OSHA Right-To-Know regulations.

HEALTH/SAFETY
1/2 INCH VIDEO

400.191 PLANNING FOR LABORATORY EMERGENCIES 14 min
AIMS Media
Includes 2 Presenter's Guides

400.192 INCIDENT PREVENTION 14 min
AIMS Media
Includes 2 Presenter's Guides

400.193 EMERGENCY PREPAREDNESS 14 min
AIMS Media
Includes 2 Presenter's Guides

400.194 ALCOHOL & DRUG TESTING: TRAINING & AWARENESS FOR SUPERVISORS & EMPLOYEES 15 min
J.J. Keller & Associates, Inc.
Complete Kit

400.195 SAFETY & ENVIRONMENTAL AFFAIRS JOURNAL
JANUARY 1995 EDITION
Coastal Video Communications

Environmental Trends	2 min
Interactive Training	8 min
On Location: Delta Airlines	6 min
Small Spills & Leaks	5 min
Frostbite Prevention	5 min

400.196 SAFETY & ENVIRONMENTAL AFFAIRS JOURNAL
FEBRUARY 1995 EDITION
Coastal Video Communications

Fall Protection	5 min
On Location: Motorola	6 min
Slips, Trips & Falls	5 min
Preventive Medicine	5 min

400.197 SAFETY & ENVIRONMENTAL AFFAIRS JOURNAL
MAY 1995 EDITION
Coastal Video Communications

Ergonomics	4 min
Working Around Cranes	6 min
On Location: GATX Terminals	5 min
VPP Recertification	4 min
Family Vacations	4 min

400.198 IDEA STORE - VOLUME 8 August 1993 10 min
PA Dept of Transportation

400.199 ERGONOMICS - LUMBAR LOCK PRESENTATION 11 min
Decade 1991

400.200 GIVE'EM A BRAKE
Indiana Dept of Transportation

HEALTH/SAFETY
1/2 INCH VIDEO

400.201 CRASH CUSHIONS - SAVING LIVES ALONG THE HIGHWAY
Energy Absorption Systems, Inc.

400.202 CENTERLINE 17 min
Oklahoma Dept of Transportation May 1991

400.203 SAFETY INSPECTION REVIEW 14 min
Iowa Dept of Transportation 1994

400.204 BEHAVIORAL METHODS FOR ACCIDENT PREVENTION 19 min
Behavioral Science Technology, Inc.

400.205 EQUIPMENT TIE DOWN 18 min
Washington Dept of Transportation 1995

A hand held pull down calculator is included

400.206 SICK LEAVE - YOUR HARD HAT FOR HEALTH 9 min
Pennsylvania Dept of Transportation 1994

400.207 PLAYING WITH YOUR LIFE 14 min
Maryland Dept of Transportation

400.208 WHAT HAPPENED TO DICK AND JANE?
A message about drug and alcohol abuse, featuring
Harry Edwards

400.209 WORK ZONE SAFETY FOR RURAL LOCAL AGENCIES PARTS 1-7
UNC ITRE/FHWA 1 hr 45 min

400.210 WORK ZONE SAFETY 9 min
Washington DOT

400.211 EARTHQUAKE-MSU TECHNOLOGY OCCUPATIONAL DEVELOPMENT
Lecture from August 10, 1995

400.212 SCHOOL ZONE SAFETY 2 copies 20 min
Training for school crossing supervisors

LTAP/MDT-Trans Planning

400.213 WASHTO '95 DRIVING FEAR OUT OF THE WORKPLACE
Violence Presentation by Dan Oestreich

400.214 SURVIVING THE COLD

400.215 FALL PREVENTION IN THE WORK PLACE 15 min
Provides the information employees need to work
safely when they are "off the ground."
AIMS Mutimedia
Note: Leader's Guide also available

HEALTH/SAFETY
1/2 INCH VIDEO

400.216	WORKPLACE VIOLENCE The Calm Before the Storm COASTAL Commonwealth Film	25 min
400.217	"DRUGS AT WORK" Keep Drugs off the Road A drug free program for transportation systems	24 min
400.218	SUBSTANCE ABUSE - REASONABLE SUSPICION American Training Resources (1996)	16 min
400.219	HIGHWAY/RAIL GRADE CROSSINGS DIAGNOSTIC REVIEW	
400.220	HIGH IMPACT MAINTENANCE SAFETY National Institute for Employee Development	19 min
400.221	ONE STEP FROM DEATH Highway Work Zone Safety Series Iowa Department of Transportation	11 min
400.222	OCCUPANT PROTECTION USAGE AND ENFORCEMENT Value of seatbelts by law enforcement personnel	51 min

HEALTH/SAFETY
16 MM FILM

B 400.204 BEND YOUR KNEES REVISED 26 min.
The Institute Press

HEALTH/SAFETY
AUDIO-CASSETTE TAPE

A 400.301 EMPLOYEE SUBSTANCE ABUSE PROGRAMS
2 Tapes

A 400.302 HAZARDOUS WASTE ISSUES IN THE TRANSPORTATION SECTOR
2 Tapes

G 400.303 ENHANCING DATA QUALITY
2 Tapes

Discusses data quality and editing accident data.

G 400.401 INDUSTRIAL HYGIENE (1982) 12 min. SLIDE-TAPE
National Safety Council

A supervisor's guide to industrial hygiene and how to maintain a healthy work environment.

G 400.402 LOSS CONTROL (1982) 10 min.
National Safety Council

How to control costs through accident prevention and hazard recognition.

A 400.403 FIRE SAFETY (1982) 11 min.
National Safety Council
Topics include:
- *How to prevent fires
- *Situations that cause fires
- *Evacuation plans

G 400.404 SAFETY INSPECTIONS (1982) 10 min.
National Safety Council

How to inspect conditions and look for existing or potential hazards which may cause accidents, injuries, illnesses and low production.

G 400.405 MACHINE SAFEGUARDING (1982) 10 min.
National Safety Council

Making machine operation safe.

G 400.406 ACCIDENT INVESTIGATION (1982) 10 min.
National Safety Council

How to investigate an accident completely and correctly.

HEALTH/SAFETY
SLIDE - TAPE

400.407 PERSONAL PROTECTIVE EQUIPMENT (1982) 13 min.
National Safety Council

How to select the right equipment and encourage employee use for personal protection.

400.408 HAND TOOLS AND PORTABLE POWER TOOLS (1982) 8 min.
National Safety Council

Ways to improve the safety of hand and portable power tools.

400.409 MANUAL LIFTING AND HANDLING (1982) 10 min.
National Safety Council

Training people to lift properly.

400.410 ELECTRICAL SAFETY (1982) 10 min.
National Safety Council

Learning to recognize potential electrical hazards and follow safe work procedures.

400.411 HAZARDOUS MATERIALS LABELING
Industrial Training Inc.

2 Audio Cassettes..77 Slide..Instructor Guide

400.412 DETECTING HAZARDOUS MATERIAL PRESENCE 12 min.
Federal Emergency Management Association 64 slides/
Edited for MT DOH tape script

400.413 COMMERCIAL DRIVER'S LICENSE AUDIO STUDY GUIDE 6 tapes
AND MODEL DRIVER'S MANUAL (1989)
J.J. Keller and Associates Inc.

Includes 6 tapes, model driver's manual and study guide.

400.414 THINK BACK
Krames Communications

80 Slides...Slide Outline

HEALTH/SAFETY-GENERAL TOPICS
BOOKS AND PAMPHLETS

400.501 WORKSITE WELLNESS (1987)
David W. Jensen

A practical approach to reducing health care costs.

400.502 ALCOHOL RELATED MISCONDUCT (1984)
Adolph M. Koven/Susan L. Smith

Part of the Blackacre series on discipline and discharge.

400.503 LOSE WEIGHT NATURALLY (1989)
Mark Bricklin

No-Diet, No-Willpower method.

400.504 OVERCOMING ANXIETY (1990)
Lynn Fossum

A primer for better life management.

400.505 THE NEW MEDICINE SHOW (1989)
Consumer Reports Books

Consumers Union's new practical guide to some everyday health problems and health products.

400.506 GOODBYE BACK ACHE (1983)
Dr. David Imrie

A practical way to a pain-free and healthy back.

400.507 AIDS: A TRAINER'S GUIDE
A complete discussion of AIDS
*Medical/technical
*Psychological
*Safety

400.508 STRESS MANAGEMENT
Idaho DOT

400.509 MANAGING BLOOD BORNE PATHOGENS: GUIDELINES FOR TRANSIT MANAGERS (1993) FIRST VERSION
Erskine S. Walther/Walther Consultancy
Greensboro, N.C. 27401

400.510 STANDARD FIRST AID
American Red Cross

400.511 FIRST AID MANUAL (1993)
South Dakota DOT

400.512 DRUG AND ALCOHOL FACTS
Montana Department of Transportion

HEALTH/SAFETY-GENERAL TOPICS
BOOKS AND PAMPHLETS

400.513 DRUG AND ALCOHOL GUIDE
Montana Department of Transportation
2-27-95

400.514 SHOPPING FOR SAFETY
PROVIDING CONSUMER AUTOMOTIVE SAFETY INFORMATION
Transportation Research Board

HEALTH/SAFETY-ERGONOMICS
BOOKS AND PAMPHLETS

401.501 CREATING THE ERGONOMICALLY SOUND WORKPLACE
Jossey-Bass Publishing-Lee T. Ostrom

Designing the work environment for optimum performance.

401.502 ARRANGING YOUR WORKSTATION TO FIT YOU (1993)

VDT Ergonomics-How to make changes to a comfortably arranged workstation.

401.503 EXERCISE AT YOUR WORKSTATION (1993)

VDT Ergonomics-Exercises to keep you comfortable at your workstation.

401.504 HEALTHY HANDS

A classroom book put together by BODY WISE WELLNESS CENTER, P.O. Box 1262, Helena, MT 59624

HEALTH/SAFETY-GENERAL SAFETY TOPICS
BOOKS AND PAMPHLETS

G 402.501 SUPERVISOR'S DEVELOPMENT PROGRAM
Participant's Kit
National Safety Council

*Supervisor's Safety Manual, 8th Edition
*Participant's Workbook
*Memory Jogger

G 402.502 SAFETY MEETING REPOS
Business & Legal Reports Inc.
Loose leaf binder of handout and lesson plans to supplement safety meetings. Copies and overheads may be made from these.

G 402.503 SUPERVISOR'S BOOK OF SAFETY MEETINGS (1981)

Covers all rules and applications of safety practices.

G 402.504 SAFETY TIPS BOOKLET-THE TRAINING ACTIVITY
South Dakota DOT

G 402.505 TAILGATE TALKS (1993)
Colorado DOT

G 402.506 169 LOW-COST SAFETY STRATEGIES
Business Research Publications

G 402.507 CONSTRUCTION SAFETY TALKS FOR SUPERVISORS
National Safety Council-1964

G 402.508 HOW TO CONDUCT SAFETY & HEALTH AUDITS
Business & Legal Reports (1991)

Haz. Mat'l

403.501 PESTICIDE SAFETY-IT'S IN YOUR HANDS
(see 400.154) LEADER'S GUIDE

H 403.502 MDT-40 HOUR HAZARDOUS MATERIAL TRAINING
MSE, Inc.

Instructor's Manual

G 403.503 MONTANA DEPARTMENT OF TRANSPORTATION
Baseline Assessment Report Feb. 16, 1993

H 403.504 PRESENT PRACTICES OF HIGHWAY TRANSPORTATION OF HAZARDOUS MATERIALS (1990) US DOT

Includes practices of Federal, State and local agencies.

H 403.505 HAZARDOUS WASTE: Impact on highway project Development, Construction, Maintenance (1992)

Hazardous Materials

HEALTH/SAFETY-~~GENERAL SAFETY TOPICS~~
BOOKS AND PAMPHLETS

M 403.506 OHIO COMMERCIAL DRIVER HANDBOOK VERSION 2.0
Produced by Ohio Department of Public Safety (1994)

H 403.507 1993 EMERGENCY RESPONSE GUIDEBOOK

A guidebook for first responders during the initial phase of a Hazardous Materials Incident.

G 403.508 OFFICIAL OSHA CONSTRUCTION SAFETY HANDBOOK
J.J.Keller

G 403.509 OFFICIAL OSHA SAFETY HANDBOOK
J.J. Keller Second Edition

H 403.510 HAZARDOUS MATERIALS
Pocketbook for the Driver
J.J. Keller

H 403.511 HAZARDOUS WASTE AND EMERGENCY RESPONSE (1992)
U.S. Dept. of Labor

H 403.512 DISASTER AND EMERGENCY
Standard Operating Procedures
MDOH

H 403.513A DOT HM-126F & OSHA Right to Know (1994)
Training Manual MDOT

H 403.513B DOT HM-126F & OSHA Right to Know
Construction Training Manual (1994)

H 403.513C DOT HM-126F & OSHA Right to Know
Mechanics Training Manual (1994)

HEALTH/SAFETY-HAZARDOUS MATERIALS
BOOKS AND PAMPHLETS

403.514 AUTOMOTIVE AND HEAVY EQUIPMENT MAINTENANCE
Dept. of Health and Environmental Sciences

The small quantity generator's handbook for managing RCRA wastes

403.515 FIRST RESPONDER
J. David Bergeron

403.516 SPECIALTY CHLORINATED SOLVENTS (1991)
Product Stewardship Manual

403.517 WEED TRAINING MANUAL (1986)
Dept. of Agriculture

403.518 BASIC PESTICIDE TRAINING MANUAL (1990)
Dept. of Agriculture

403.519 PESTICIDE OPERATOR (1988)
Dept. of Highways

403.520 EQUIPMENT PESTICIDE TRAINING MANUAL (1986)
Dept. of Agriculture

404.501 RISK MANAGEMENT FOR TEXAS STATE AGENCY

404.502 TORT LIABILITY AND RISK MANAGEMENT (1987)
CLRP Report No. 87-4

HEALTH/SAFETY-WORKZONE
BOOKS AND PAMPHLETS

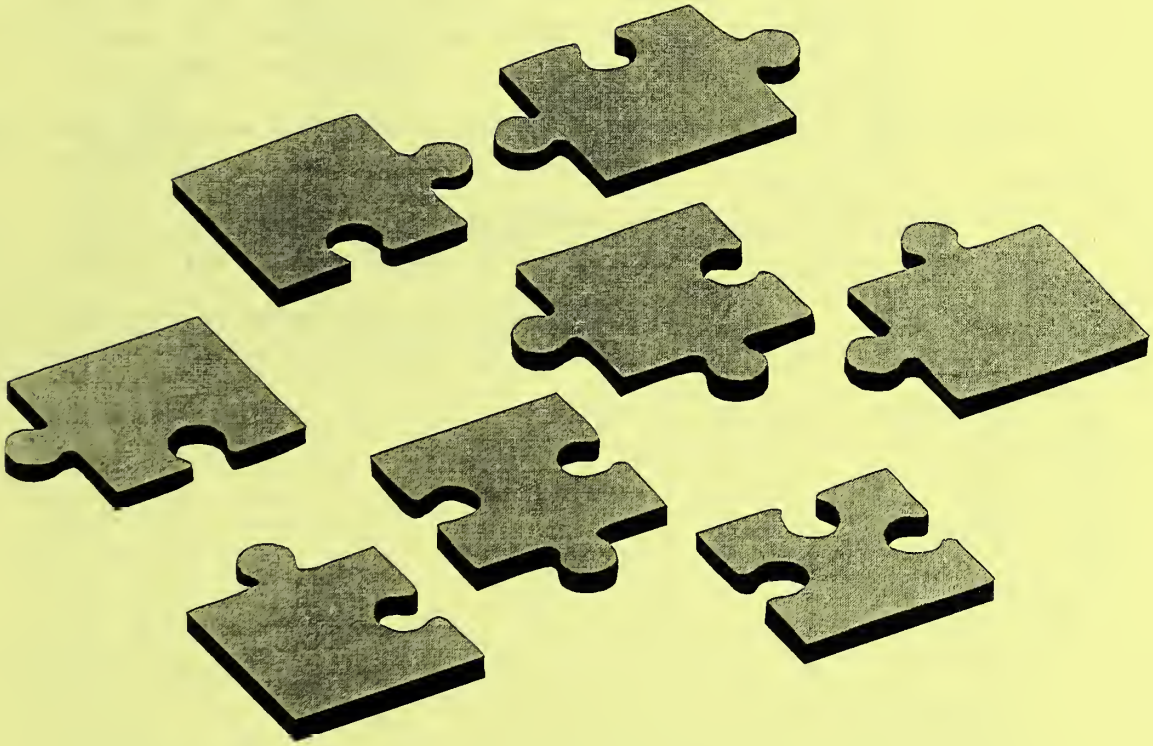
405.501 FLAGGER HANDBOOK
MDOH

405.502 FLAGGING-Operating Tips
Northwest Technology Transfer Center

405.503 GUIDELINES FOR EVALUATING FLUORESCENT STRONG YELLOW GREEN CROSSING SIGNS
USDOT

405.504 GUIDE TO SAFETY FEATURES FOR LOCAL ROADS AND STREETS
USDOT

LEGAL



LEGAL - GENERAL TOPICS
1/2 INCH VIDEOS

500.101	THE DEPOSITION (1984) Commonwealth Films	35 min
500.102	THE ROAD TO EFFECTIVE RISK MANAGEMENT Discusses a pro-active approach to risk management relative to tort liability (FHWA)	25 min
500.103	THE BEST DEFENSE IS A GOOD ROAD	
500.104	EMPLOYEE AS A WITNESS (1990) PA Department of Transportation	23 min
500.105	DEPOSITION (1991) PA Department of Transportation	17 min
100.106	ARBITRATION - A JUST CAUSE LEADER'S GUIDE (see 100.106 for description)	52 min
600.103	THE LEGAL SIDE OF PERFORMANCE APPRAISAL: YOU BE THE JUDGE (1983) Bureau of Business Practices - includes workbook	
500.106	HOW THE LAW AFFECTS MAINTENANCE MAY 1995 Presentation by Steve Garrison	120 min
500.107	TORT LIABILITY TELECONFERENCE VIA TEL8 Part 1 (from the Utah T2 Center)	
500.108	TORT LIABILITY TELECONFERENCE VIA TEL8 Part 2 (from the Utah T2 Center)	

LEGAL-GENERAL TOPICS
BOOKS AND PAMPHLETS

500.501 LEGAL LIABILITY AND THE HIGHWAY PROFESSIONAL (1983)

Program instruction.

500.502 FEDERAL LAWS AND MATERIAL RELATING TO THE FEDERAL HIGHWAY ADMINISTRATION (1980)
USDOT

500.503 HOW OUR LAWS ARE MADE (1981)
Edward F. Willett, Jr.

500.504 OUR AMERICAN GOVERNMENT (1981)

150 questions and answers about our gov't. and how it functions.

500.505 CASE STUDIES-JUST CAUSE
Aldoph Kovan/Susan Smith

Arbitration case studies-10 copies

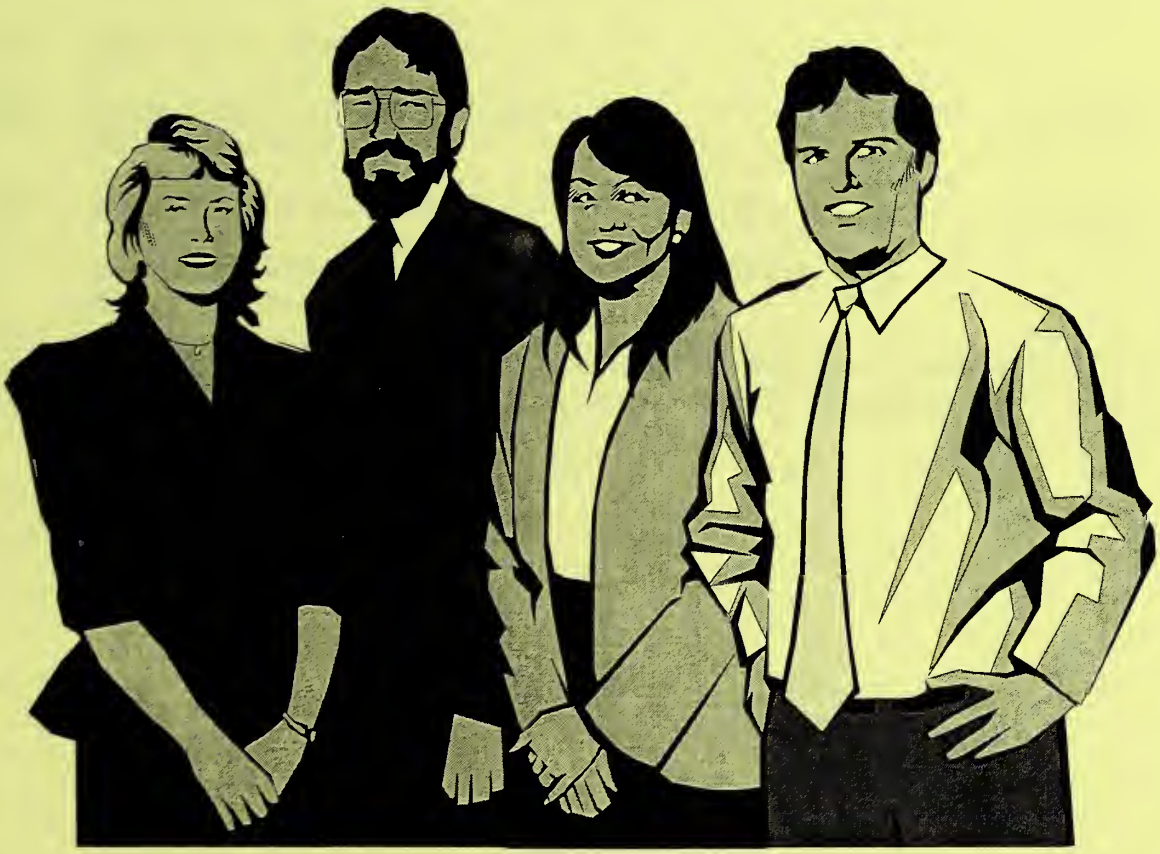
500.506 CONTRACT ADMINISTRATION (1981)
Jean Moffatt

Discusses aspects of the contract.

500.507 TORT LIABILITY WORKSHOP
Participant's Manual 3-8-96

500.508 RISK MANAGEMENT GUIDELINES FOR ROADWAY TORT LIABILITY
April 1996

PERSONNEL



PERSONNEL
1/2 INCH VIDEO

600.102 A & B	MANAGER'S ADVANTAGE: HANDLING EMPLOYEE TERMINATIONS Alexander Hamilton Inst. (1990)	15 min.
	A=Video B=Leader's guide including follow-up tests	
600.103	THE LEGAL SIDE OF PERFORMANCE APPRAISAL: YOU BE THE JUDGE (1983) Bureau of Business Practices	18 min.
	Includes workbook	
600.104	CULTURAL DIVERSITY PANEL TAPES 1 AND 2	
600.105	NON-TRADITIONAL WOMEN Miles City Community College	
600.106 A & B	SEXUAL HARASSMENT IS BAD BUSINESS A=Video B=Leader's training guide	
600.107	WHAT AM I WORTH?	
600.108	FAIR LABOR STANDARDS ACT Helena 11/5/91	2 hours
600.109	EMPLOYEE DEVELOPMENT: WORKING LATE	29 min.
	Deals with the older than 45 age group and discrimination.	
600.110	ON THE ROAD TO EQUALITY: WOMEN IN HIGHWAY CONSTRUCTION U. S. Dept. of Transportation Federal Highway Administration	33 min.

PERSONNEL
AUDIO-CASSETTE TAPES/SLIDES

600.301 SUCCESSFUL SUPERVISION OF HANDICAPPED EMPLOYEES
US Civil Service Corporation 8 tapes

600.302 EFFECTIVE INTERVIEWING AND EMPLOYEE SELECTION (2 tapes)
Management Decision Systems, Inc. (1985)

A self-study program in interviewing.

PERSONNEL-CIVIL RIGHTS
BOOKS AND PAMPHLETS

600.501 INTERMEDIATE CIVIL RIGHTS TRAINING PROGRAM
FHWA Civil Rights

600.502 ON THE ROAD TO EQUALITY...WOMEN IN HIGHWAY CONSTRUCTION: Recruit, Hire, Train, and Retain.
USDOT Women's Bureau

600.503 BUSINESS MANAGEMENT FOR MONTANA DBE HIGHWAY CONTRACTORS
Metro Business Associates (1990)

This manual discusses areas of business management:
*Financing *Estimating *Bidding *Accounting
*Contracting, etc.

600.504 A & B GENDER IMPRESSIONS-TRAINER GUIDE & INVENTORY
George Ford & Kathleen Ford

600.505 YOU & ME AND WORKPLACE HARASSMENT (3 copies)
Montana Department of Transportation

PERSONNEL-GENERAL
BOOKS AND PAMPHLETS

601.501 A & B FUTURE WORK: SEVEN CRITICAL FORCES RESHAPING WORK AND THE WORKFORCE OF NORTH AMERICA (1990)
Joseph F. Coates/Jennifer Jarrat/John B. Mahaffie
B=Workbook (video also available)

Offers an in-depth analysis of key human resource trends.

PERSONNEL-INTERVIEWING & SELECTION
BOOKS AND PAMPHLETS

602.501 STATE OF MONTANA RECRUITMENT & SELECTION MANUAL
State Personnel Division, Dept. of Administration
June 18, 1993

602.502 THE CAMPUS INTERVIEW WORKSHEET
The Campus Interview by: John D. Drake (1981)

602.503 THE INTERVIEWER'S MANUAL (1980)
Henry H. Morgan & John W. Cogger

Fair and effective interviewing.

602.504 BEHAVIORAL INTERVIEWING
University Associates

Tips on using behavioral interviewing to increase results.

602.505 SWEATY PALMS: Types of Interviews, Questions and Answers.

602.506 SEVEN IMPERATIVES: FAIR AND EFFECTIVE INTERVIEWING
Henry H. Morgan/Michael H. Frisch/John W. Cogger

Outlines seven key points to an interview.

602.507 CONDUCTING THE LAWFUL EMPLOYMENT INTERVIEW (1979)
Executive Enterprises Publications Co. Inc.

602.508 MERCHANDISING YOUR JOB TALENTS (1976)
US Dept. of Labor

Topics include: resumes, letters of application, planning, job interview and testing.

602.509 GETTING AND KEEPING A JOB-HERE'S HOW

602.510 KNOCK'EM DEAD (1990)
Martin John Yate

Discusses interviewing for a job including such topics as drug testing, salary negotiations and answering difficult questions.

602.511 HOW TO FIND A JOB
Margo Burkhardt

602.512 IS COFFEE BREAK THE BEST PART OF YOUR DAY
Dick Leatherman (1990)

Job skills for you.

PERSONNEL-INTERVIEWING & SELECTION
BOOKS AND PAMPHLETS

602.513 I HAVE TO FIRE SOMEONE (2 copies)
Published by American Media Publishing
Richard Deems, Ph.D.

602.514 IMPROVING PERSONAL SELECTION THROUGH EFFECTIVE INTERVIEWING: ESSENTIALS FOR MANAGEMENT
Benjamin Balinsky, Ph.D.

602.515 INTERVIEWING: MORE THAN A GUT FEELING
Richard S. Deems, Ph.D.

PERSONNEL-PERFORMANCE APPRAISAL
BOOKS AND PAMPHLETS

603.501 THE PERFORMANCE APPRAISAL SOURCE BOOK (1982)
Lloyd S. Baird/Richard W. Beatty/Craig Eric Schneier

Includes: readings, questionnaires, role plays, case studies and outlines for workshops.

603.502 MANAGING: PERFORMANCE APPRAISAL PROCESS WORKBOOK
Lyle Yorks (1983)

The manager's appraisal workbook

603.503 ASSESSING PERFORMANCE APPRAISAL (1981)
Marshall Sashin

Includes: Assessment instruments, skill development, what appraisals are and appraisal examples.

603.504 MONTANA DEPARTMENT OF HIGHWAYS SUPERVISOR'S GUIDE TO PERFORMANCE APPRAISAL (1988)

Planning, preparing and completing appraisals.

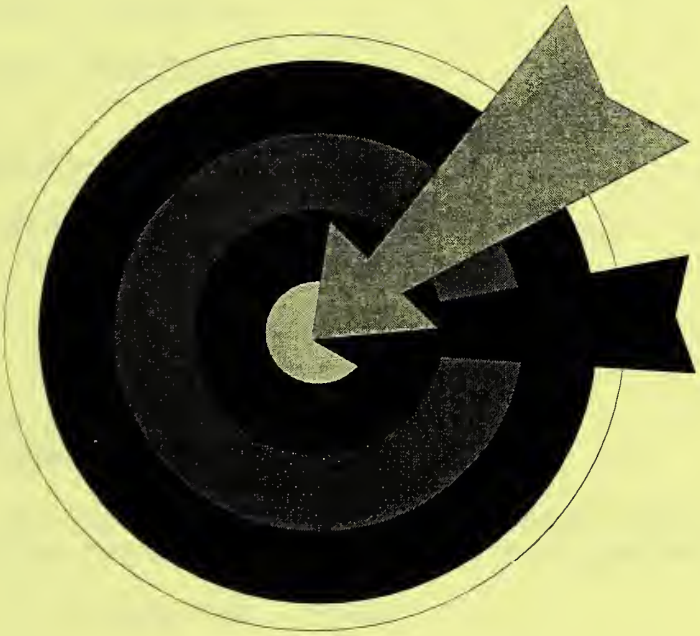
603.505 PERFORMANCE APPRAISALS: THE LATEST LEGAL NIGHTMARE
Alexander Hamilton Institute (1989)

Touches on the legal aspects of an appraisal and then methods of appraisal.

603.506 APPRAISING PERFORMANCE
Norman R.F.Maier

603.507 THE HUMAN TOUCH PERFORMANCE APPRAISAL
Charles M. Cadwell - American Media Publishing

TRAINING



- Training Hits the Bullseye

TRAINING
1/2 INCH VIDEO

700.101 ESSENTIAL SKILLS FOR TRAINERS 90 min

700.102 WASHTO '95 TRAINING DIRECTORS CONF HIGHLIGHTS 13 min

TRAINING
BOOKS AND PAMPHLETS

700.501 DEVELOPING ATTITUDES TOWARD LEARNING (1984)
Robert F. Mager

How to help your students get the most out of what they are taught.

700.502 DELIVERING EFFECTIVE TRAINING (1982)
Tom W. Goad

Discusses evaluating, conducting, developing, designing and analyzing training.

700.503 THE TRAINER'S RESOURCE
HRD Press

A comprehensive guide to packaged training programs.

700.504 DESIGNING TRAINING AND DEVELOPMENT SYSTEMS (1984)
William R. Tracey

A guide to improving programs and services to increase efficiency and productivity.

700.505 ADULT LEARNING IN YOUR CLASSROOM (1982)
Training Magazine

A compilation of the best strategies and techniques from Training Magazine for managers and trainers.

700.506 ACTIVITIES FOR TRAINERS (1980)
Cyril R. Mill

50 designs that trainers can utilize.

700.507 PROFESSIONAL TRAINING ROLES & COMPETENCIES-VOLUME I & II Henry J. Sredl/William J. Rothwell (1987)

A reference guide to the HRD program and its aspects.

700.508 HOW TO SURVIVE A TRAINING ASSIGNMENT (1988)
Steven K. Ellis

A practical guide for the new, part-time or temporary trainer.

TRAINING
BOOKS AND PAMPHLETS

700.509 50 STRATEGIES FOR EXPERIMENTAL LEARNING-
BOOK 1 AND BOOK 2
Louis Thayer

Exercises that help develop affective learning.

700.510 THE ENCYCLOPEDIA OF ICE BREAKERS (1980)
Sue Forbess-Greene

Activities that warm-up, motivate, challenge and energize.

700.512 THE ROLE-PLAYING TECHNIQUE (1975)
Norman R.F. Maier/Allen R. Solem/Ayesha A. Maier

Outlines activities that aid in management and discuss common problems.

700.513 ROLE-PLAYING (1980)
Malcolm E. Shaw/Raymond J. Corsini/Robert R. Blake/
Jane S. Mouton

A practical manual for group facilitators.

700.514 IDEAS FOR TRAINING MANAGERS AND SUPERVISORS (1978)
Patrick Suessmuth

Contains useful suggestions, activities and instruments.

700.515 JOINT TRAINING PROGRAMS-A Union-Management Approach to Preparing Workers for the Future

700.516 A HANDBOOK FOR STRUCTURAL EXPERIENCES Volumes I-IX
William Pfeiffer/John E. Jones (1974)

Activities to use in human relations training.

700.517 STATE DOH AND HIGHWAY TRAINING RESOURCES STUDY (1990)

A directory of the training resources available through DOH.

700.518 MEASURING INSTRUCTIONAL RESULTS (1984)
Robert F. Mager

Contains exercises to help you analyze teaching results.

700.519 PREPARING INSTRUCTIONAL OBJECTIVES (1984)
Robert F. Mager (two copies)

Analyzes the characteristics of well stated objectives that help you communicate your instructional intents.

700.520 GOAL ANALYSIS (1984)
Robert F. Mager

Explains why goals are important and when and how to set goals.

700.521 ANALYZING PERFORMANCE PROBLEMS (1984)
Robert F. Mager/Peter Pipe

Discusses problems that arise as well as a series of questions to help you determine the best solution.

700.522 EVALUATING JOB-RELATED TRAINING (1982)
Basil S. Deming

A guide to training the trainer.

700.523 TRAINING DEVELOPMENT GUIDE (1983)
Ronald I. Ribler

A step by step approach to training design and development.

700.524 TRAINING COST ANALYSIS (1985)
Glenn E. Head

A how-to guide for managers and specialists that accounts for training costs.

700.525 THE SKILLS OF HUMAN RELATIONS TRAINING (1985)
Leslie Rae

Discusses human relations training including:
*human behavior
*activities and intervention
*interpersonal skills training
*and on-the-job problem solving

700.526 ANALYSIS IN HUMAN RESOURCE TRAINING AND ORGANIZATIONAL DEVELOPMENT (1988)
Gordon E. Mills/R.Wayne Pace/Brent D. Peterson

A comprehensive guide to the full range of analytical approaches used in human resource training and organizational development.

700.527 TRAINING MANAGERS TO TRAIN (1988)
Brother Herman E. Zaccarelli

A practical guide to improving employee performance using effective training strategies and techniques.

700.528 THE PROCESS OF TRAINING
US Civil Service Commission

A compilation of information and training aids arranged to present a practical approach to management of the training function.

700.529 MANAGERIAL AND SUPERVISORY TRAINING TECHNIQUES AND METHODS (1977)
US Civil Service Commission

Covers: *Group discussion
*Group participation techniques
*Information presentation techniques
*Individual developmental methods

700.530 TRAINING FOR IMPACT (1989)
Dana Gaines Robinson/James C. Robinson

How to link training to business needs and measure the results.

700.531 CRITERION-REFERENCED TEST DEVELOPMENT (1989)
Sharon A. Schrock/William C.C. Coscarelli

Technical and legal guideline for corporate training.

700.532 INDIVIDUALIZING INSTRUCTION (1990)
Roger Hiemstra/Burton Sisco

Making learning personal, empowering and successful.

700.533 DISTANCE EDUCATION: THE FOUNDATION OF EFFECTIVE PRACTICE (1991)
John R. Verduin, Jr./Thomas A. Clark

How to learn at home or on the job at your own pace and own schedule.

700.534 A HANDBOOK FOR ADJUNCT/PART-TIME FACULTY AND TEACHERS OF ADULTS (1990)
Donald Greive, Ed.D

Planning, teaching, techniques and instructional aids.

700.535 TEACHING STRATEGIES AND TECHNIQUES FOR ADJUNCT FACULTY
Donald Greive, Ed.D. (1991)

700.536 TRAINING PROGRAM WORKBOOK AND KIT
Carolyn Nilson (1989)

*Simplify your program
*Increase company productivity
*Tailor program to your needs

700.537 SUCCESSFUL TRAINING STRATEGIES (1988)
Jill Casner-Lotto & Associates

Discusses on-the-job training, self-instruction, role modeling, coaching, rotational assignments and others. Includes checklists, graphs and tables that illustrate training costs, training evaluation exercises and employee involvement philosophies.

700.538 WORKPLACE BASICS TRAINING MANUAL (1990)
Anthony Carnevale/Leila Gainer/Ann Meltzer

Offers practical resources for establishing successful training programs and, in turn, building a competent work force that will meet the business needs of today.

700.539 CRITERION-REFERENCE INSTRUCTION
Analysis, Design, and Implementation

Robert F. Mager & Peter Pipe

700.540 LEARNING TO LISTEN...LEARNING TO TEACH
Jossey-Bass Publishers-Jane Vella

Being an effective teacher of adults.

700.541 COMPLETE GUIDE TO PASTE UP (1980)
Walter B. Graham

A total system including how to prepare camera-ready copy for reproduction.

700.542 TRAIN THE TRAINER - LTAP/US DEPT OF TRANSPORTATION

Facilitator's Handbook
Learning Styles hand out
Learning Styles Inventory (McBer & Co)

700.543 TRAIN THE TRAINER 3 COPIES
MDT - Jan Counter 1994

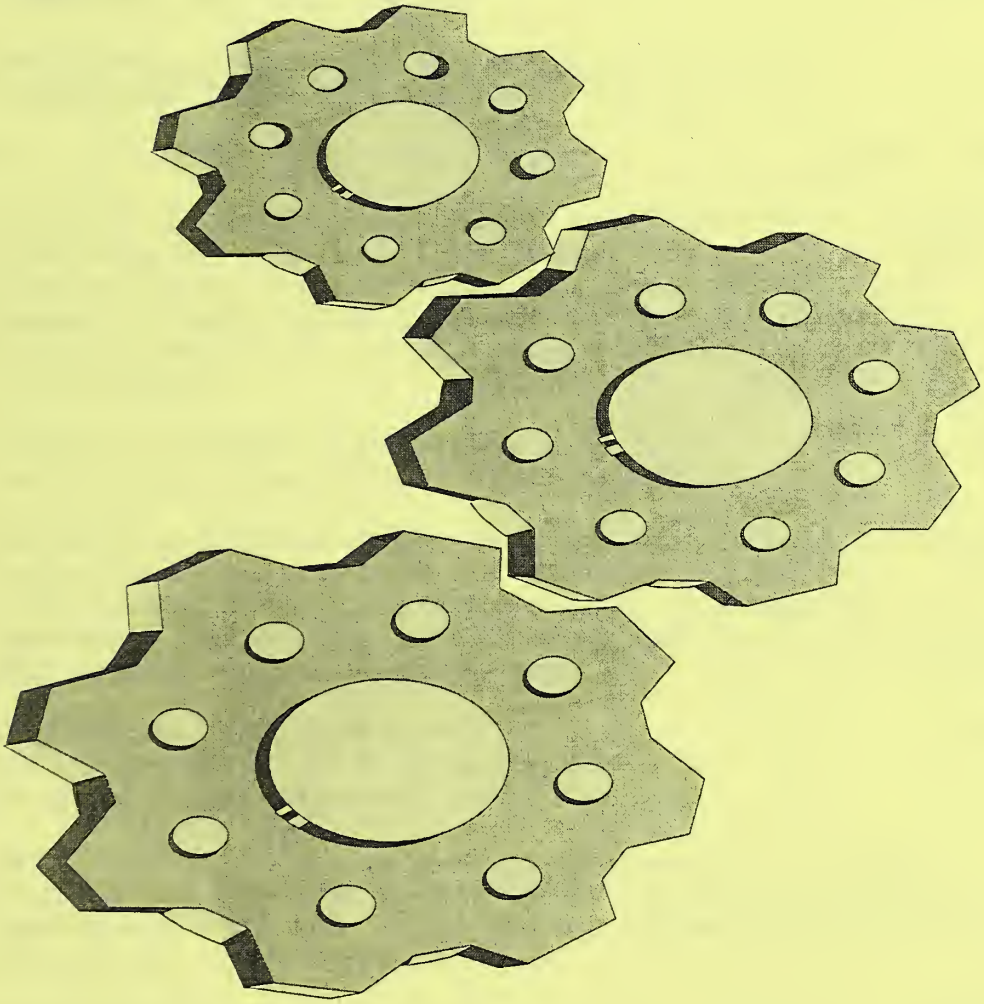
700.544 THE COMPLETE GAMES TRAINERS PLAY
Edward E. Scannell & John W. Newstrom

McGraw - Hill, Inc.

700.545 QUALITY GAMES FOR TRAINERS
Marlene Caroselli 1996

700.546 TRAINING THAT WORKS!
A Guide to On-the-Job Training
Charles M. Cadwell - American Media Publishing

MAINTENANCE



MAINTENANCE
1/2 INCH VIDEO

800.101 YOU MAY NOT GET A SECOND CHANCE 30 min.
Goodyear Tire Co.

Goodyear Tire presents how to deal with servicing split and multi-piece rims.

800.102 THE FLAGGER
WASHINGTON STATE DOT

800.103 CHAINSAW SAFETY 21 min.

800.104 FLAGGING PROCEDURES AND OPERATION 14 min.
MINNESOTA DOT (two copies)

Demonstrates and explains the functions and responsibilities of a flagger.

800.105 VA. I-95 TIME LAPSE (two copies) 4:00 + min.

Produced from a super 8 time lapse filming of a paving operation on a 3-lane interstate. This illustrates poor workzone traffic control. The confusion and danger caused by the improper placement of traffic control devices is graphically depicted in this real-life example.

800.106 GUIDE FOR SPRING HIGHWAY USE 26 min.
WASHINGTON DEPARTMENT OF TRANSPORTATION

Explains spring pavement problem sources and solutions. Guidelines are provided for determining weight restrictions to reduce load damage to weakened pavement. This tape explains methods used to establish and remove weight restrictions.

800.107 BITUMINOUS SEAL COAT-PART I 17 min.
UTAH DEPARTMENT OF TRANSPORTATION
Bergstralh/Shaw/Newman Inc.

This video covers the seal coat operation. Topics include: surface preparation, signing and pilot car operation, asphalt application, aggregate placement, and weather considerations.

800.108 BITUMINOUS SEAL COAT-PART II 12 min.
UTAH DEPARTMENT OF TRANSPORTATION
Bergstralh/Shaw/Newman Inc.

Discusses seal coat operation including the topics: transverse and longitudinal joints, truck operation, rolling patterns, opening the project to traffic, and clean-up.

MAINTENANCE
1/2 INCH VIDEO

800.109	CRACK SEALER OPERATION Delaware Department of Transportation	
	Part I-Lighting the Burners Pretrip Inspection Start Up & Agitation Towing	13 min.
	Part II-Applying the Sealant Loading Clean-out & Shut Down	11 min.
800.110	NORTH DAKOTA SAFETY ORIENTATION FOR TEMPORARY EMPLOYEES	13 min.
800.111	NIGHTTIME TRAFFIC CONTROL (2 COPIES)	8 min.
800.112	TRAFFIC CONTROL FOR SHORT TERM WORK ZONES "FLAGGING GUIDELINES" MN DOT	
800.113	DON'T BLOW IT-EPA	
	Asbestos protection for mechanics	
800.114	WORKING WITH PESTICIDES VOLUME I AND VOLUME II	87 min.
800.115	TAKING CONTROL OF YOUR MOTOR GRADER (JOHN DEERE) Copies 2	19 min.
	See 3/4" Video 800.021 for description	
800.116	FRONT END LOADER SAFETY	15 min.
800.117	BLADE PATCHING (DOH-1989)	13 min.
	See 3/4" Video 800.022 for description	
800.119	SNOW FIGHTERS...QUIET PATRIOTS MN DOT	19 min.
	Covers the responsibilities of snow plow operators pointing out the importance of their service.	
800.120	SNOW REMOVAL CO DOT	15 min.
	Discusses plowing from the operator's perspective.	
800.121	DRYING AGGREGATE (1989) MT DOH (available through the Billing's office)	15 min.
	Demonstrates drying aggregate with a motor grader.	

MAINTENANCE
1/2 INCH VIDEO

800.122 BLADE MIXING (1989) 6 min.

Demonstrates the technique for producing blade mix patching materials.

800.123 MOTOR GRADER OPERATION 2 COPIES 13 min.
Bergstralh/Shaw/Newman

See 3/4" Video 800.012 for description

800.124 BACKING (two copies) 13 min.

Discusses backing techniques.

800.125 MAINTAINING GRAVEL ROADS IN ARKANSAS 29 min.
The College Of Engineering (Arkansas)

Covers the material composition of a good aggregate surface road and various maintenance techniques.

800.126 MAINTAINING A SAFE ROADSIDE 21 min.

Covers the maintenance worker's role in maintaining a safe roadside for drivers that leave the pavement.

800.127 THE FLAGGER 7 min.
SD DOT

Printed material included.

800.128 BOZEMAN CRACK SEALER FIRE (1989)

800.129 NEW TECHNIQUES FOR MANAGING SNOW AND ICE CONTROL OPERATION, TAPE I (1990)
Dept. of Engineering Professional Development

*Deicing Materials (Walker)
*Route Planning (Marien)
*Computerized Route Planning (Waddell)

Written presentation see 800.521

800.130 NEW TECHNIQUES FOR MANAGING SNOW AND ICE CONTROL OPERATION, TAPE II (1990)
Dept. of Engineering Professional Development

*Weather Forecasting and Management (Boselly)
*Legal Issues and Liability (Smith)
*Panel Discussion

Written presentation see 800.521

MAINTENANCE
1/2 INCH VIDEO

800.131 PROFESSIONAL SHIFTING EATON-FULLER TRANSMISSIONS

(see 3/4" Video 800.017 for description)

800.132 THE THIN ORANGE LINE-PARTS I AND II 2 copies 32 min.
American Traffic Safety Services Assoc.

Covers work zone traffic control.
Includes inspector's guide.

800.133 SEAT COAT INSPECTION (1991) 20 min.
MT DOH

Covers the steps of applying seal coats.

800.134 RADIATION: ENERGY ON THE MOVE 19 min.
Britannica (1991)

800.135 SCHOOL ZONE, WORK ZONE, MOTORIST COURTESY 3X:30 min.
Fotheringham and Associates (1991)

800.136 EFFECTIVE SNOW FENCES 21 min.
Strategic Hwy. Research Program

(see 800.529 for accompanying guide)

800.137 PART II-UTAH DOT

*Dump Truck operator
*Pre-operation trip
*Straight truck operation

800.138 TILT BED TRAILER
Utah

800.139 LOADER OPERATION

800.140 SNOW AND ICE CONTROL: PARTS I & III
SNOWBLOWER
Washington State

800.141 TRUCK WALK AROUND 1982

800.142 SNOW PLOW MOUNTING PARTS 1 & II 19 min.
HIGHWAY SANDER/CALIBRATION 26 min.
SNOW REMOVAL & SALT APPLICATION 27 min.

Utah DOT 2 Copies

800.143 HAZARDOUS WASTES AND YOUR WELL BEING 8 min.

An awareness training OSHD

MAINTENANCE
1/2 INCH VIDEO

800.144	HAZWOPER-FIRST RESPONDER AWARENESS LEVEL Industrial Training Inc. Helps employers meet the training requirements of OSHA's Hazardous Waste Operations and Emergency Response Final Rule.	16 min.
800.145	A STRIPER'S SURVIVAL GUIDE	12 min.
800.146	USE OF CHEMICALS TO MANAGE ROADSIDE VEGETATION SERIES 1-9 Module 1: Roadside Vegetation Control Module 2: Plant Biology for Roadside Mgmt Module 3: Characteristics of Chemicals Used For Roadside Vegetation Control Module 4: Weed Control Programs Module 5: Application Equipment Module 6: Equipment Calibration Module 7: General Problems Encountered in Chemical Application Module 8: Application Operator Safety Module 9: Public Relations	
800.147	G SERIES MOTOR GRADER OPERATING TIPS	
800.148	ADVANCED MOTOR GRADER OPERATING TECHNIQUES.	
100.149	STRAIGHT BLADE SNOW PLOW	12 min.
800.150	SNOW AND ICE CONTROL	15 min
800.151	PM START UP/SHUT DOWN	
800.153	DRIVING SNOW-THE KEYS TO WINTER DRIVING	15 min
800.154	MILE REFERENCE MARKERS South Dakota DOT-August 1993	3 min
800.155	HOT PLANT INSPECTION PART 1-16 min, PART 2-22 min, PART 3-21 min	
800.156	PLANT MIX PAVEMENT INSPECTION PART 1-20 min, PART 2-19 min	
800.157	SEAL COAT INSPECTION	20 min
800.158	BITUMINOUS MIX, DESIGN & CONTROL	27 min
800.159	MAINTENANCE SUPERVISOR'S RESPONSIBILITIES LTAP	12 min

MAINTENANCE
1/2 INCH VIDEO

800.160 MAKING THE PIECES FIT 26 min.

Building Trades Supervision

800.161 CRAFTCO MODEL 200 PROPANE MELTER/APPLICATOR 30 min.
2 copies

800.162 S1 METRIC FOR THE WORKPLACE
Lessons 1 through 6

Also see METRIC CONVERSION MANUAL 800.553

800.163 FLAGGER OPERATIONS (1990) 10 min.
Oregon Department of Transportation

800.164 PAVING AND COMPACTION TRAINING 103 min.
Video University Productions 1992

800.165 MICROSURFACING-USE, APPLICATION & INSPECTION
Video University Productions 1994 105 min.

800.166 SLURRY SEAL-USE AND APPLICATION 30 min.
University Productions 1994

800.167 ASPHALT MAINTENANCE TECHNIQUES 85 min.
Video University Productions 1993

800.168 HOW TO PREVENT SEGREGATION 26 min.
Video University Productions 1992

800.169 PAVING TECHNIQUES 37 min.
Video University Productions 1992

800.170 SELECTIVE PAVEMENT REHABILITATION 34 min.
Video University Productions 1992

800.171 SPECIAL HOT MIXES SMA-ATPB-RUBBERIZED & THEIR USES
Video University Productions 1992 46 min.

800.172 THERMAL & ASPHALT COLD MIX TREATMENT OF HYDROCARBON
CONTAMINATED SOIL 60 min.
Video University Productions 1992

800.173 BATCH PLANT MAINTENANCE 60 min.
Video University Productions

800.174 TESTING AND FIELD INSPECTION OF ROADWAY DELINEATION
Goes with Roadway Delineation Practices Handbook
800.562
FHWA-August 1994 36 min.

800.175 MAINTENANCE REVIEW SEMINAR: What is anti-icing?
Out of Helena 8hrs

MAINTENANCE
1/2 INCH VIDEO

800.176	RECYCLING THE LIFELINE	10 min
800.177	"LIFE IN THE CLOSED LANE" PARTS 1 & 2 ATSSA	36 min.
800.178	"RIGHT BEFORE YOUR EYES"	
800.179	"ADVANCE WARNING (FLASHING) ARROW PANELS: POSITIVE GUIDANCE" 6-17-92	25 min.
800.180	"BARRIER DELINEATION IN WORK ZONES: THE WELL-DEFINED PATH"	24 min.
800.181	"2-PART EPOXY" AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION	
800.182	SATELLITE DOWNLINK TEL8 - RESEARCH SERIES 3-22-96 DUST SUPPRESSANTS & ENVIRONMENTAL IMPACTS	
800.183	SATELLITE DOWNLINK TEL8 - INFO X SERIES 4-24-96 ISSUES INVOLVING REMOVAL OF LEAD-BASED PAINT FROM BRIDGES	
800.185	SHRP & OTHER ASPHALT TEST SPECIMENS CUT FROM FLAT, ROLLER-COMPACTED PIECES OF ASPHALT PAVEMENT University of California at Berkeley	
800.186	CRITICAL CRACKING TEMPERATURE PROCEDURE	
800.187	NEW TECHNOLOGY FOR OLD ROADS THE GORDON PAVING RECYCLING	
800.188	DEICING SEMINAR - OCTOBER 22-23, 1996 Breakout #1	120 min
800.189	DEICING SEMINAR - OCTOBER 22-23, 1996 Breakout #2	120 min
800.190	DEICING SEMINAR - OCTOBER 22-23, 1996 Breakout #3	120 min
800.191	DEICING SEMINAR - OCTOBER 22-23, 1996 Breakout #4	120 min
800.192	DEICING SEMINAR - OCTOBER 22-23, 1996 Breakout #5	120 min

MAINTENANCE
AUDIO-CASSETTE TAPE

800.301 TRENDS IN ROADSIDE VEGETATION MANAGEMENT

MAINTENANCE
SLIDE/TAPE PROGRAMS

800.401 PREVENTATIVE MAINTENANCE 119 slides/script

Operator service for trucks.
(see 900.401 for slides)

800.402 PAVEMENT MANAGEMENT WITH ASPHALT slides/script
(Revised 1985)
The Asphalt Institute

Tray #1 & #2-Asphalt Concrete Pavement 34 min.
Tray #3 & #4-Portland Cement Concrete Pavement 24 min.

800.403 BRIDGE INSPECTION FOR MAINTENANCE PERSONNEL (three copies) (1987) 68 slides/script
Roy Symons-MT DOH

800.404 WELDING INSPECTION FOR STEEL BRIDGES (1983) 380 slides
(Pocket welding guide available)

800.405 WORK ZONE TRAFFIC CONTROL 46 slides

800.406 CULVERT INSPECTION 66 slides

Includes script

800.407 FLAGGING 75 slides/script

800.408 ARROW PANEL PLACEMENT AT URBAN AND FREEWAY WORK ZONES
US DOT 20 min.

800.409 MARSHALL METHOD OF MIX DESIGN
75 slides/2 cassette tapes/narration script & description of visuals

ASPHALT INSTITUTE

800.410 HVEEM METHOD OF MIX DESIGN
80 slides/1 cassette tape/narration script & description of visuals

ASPHALT INSTITUTE

800.411 AGGREGATE GRADATION TESTING
78 slides/1 cassette tape (12 min) & written slide descriptions

MAINTENANCE-EQUIPMENT OPERATION
BOOKS AND PAMPHLETS

800.501 MOTOR GRADER OPERATIONS MANUAL
MT DOH

800.502 MOTOR GRADER OJT SHEETS (1985) (two copies)

Checklists for motor graders

800.503 MEDIUM AND HEAVY TRUCK OPERATION MAINTENANCE MANUAL
FEB. 1989

800.504 FRONT END LOADER OPERATION AND MAINTENANCE MANUAL
(Rev. November 1985)

800.505 STRIPING AND PAINTING EQUIPMENT GUIDE (1990)
MDOH

Includes procedure checklist sheets

800.506 MOTOR GRADER OPERATOR'S HANDBOOK (1990)
RTAP

800.507 ROAD RANGER TRANSMISSION COURSE MANUAL
MS VO-TECH

800.508 PILE DRIVING HANDBOOK (1987)
MDOH

800.509 SAFETY MANUAL FOR OPERATING AND MAINTENANCE
PERSONNEL-ASPHALT PAVER
CIMA

800.510 TRUCK OPERATION COURSE FOR TEMPORARY AND BEGINNING
DRIVERS (MDOT)

800.511 FLUID POWER DESIGNERS' LIGHTNING REFERENCE HANDBOOK
Berendsen Fluid Power 1994

800.512 INTRODUCTORY HYDRAULICS
Berendsen Fluid Power

800.513 SNOWPLOW LIGHTING STUDY: 1989 FINAL REPORT
Minnesota Department of Transportation

MAINTENANCE-PAVEMENT & DESIGN
BOOKS AND PAMPHLETS

801.501 TECHNIQUES FOR COLD RECYCLING OF ASPHALT PAVEMENT
The Asphalt Institute (1983)

801.502 DOH ASPHALT PAVEMENT MAINTENANCE REFERENCE MANUAL
(1983)

801.503 ASPHALT IN PAVEMENT MANAGEMENT (1983)
Asphalt Institute

Provides practical information about methods equipment and terminology that applies to the use of asphalt in pavement maintenance.

801.504 HOT-MIX BITUMINOUS PAVING MANUAL (1985)
FHWA

801.505 DESIGN OF RIPRAP REVETMENT (1989)
FHWA-Hydraulic Engineering Circular No. 11
Publication No. fhwa-IP-89-016

801.506 POTHOLE PRIMER (1985)
US Army Corps of Engineers Special Report No. 81-21

801.507 PAVEMENT MAINTENANCE AND PAVEMENT MANAGEMENT (1991)
Cornell Local Roads Program Report No. 86-4

801.508 THE ENGINEER'S POTHOLE REPAIR GUIDE (1984)
Cold Regions Technical Digest No. 84-1
Eaton, Wright and Mongeon

801.509 ASPHALT CONCRETE-PLANT INSPECTION (1970)
NDSHD-Text includes quizzes.

801.510 PORTLAND CEMENT CONCRETE PAVING INSPECTION (1974)
NDSHD-Text includes quizzes.

801.511 MDOT HOT PLANT INSPECTION MANUAL
Mark J. Beckedahl

801.512 CULVERT INSPECTIONS HANDBOOK-GENERAL (1988)
MDOH

801.513 ROADWAY DELINEATION PRACTICES HANDBOOK (1994)
Publication No. FHWA-SA-93-001

Goes with 1/2" Video and Testing & Field Inspection of Roadway Delineation 800.174

801.514 A GUIDE FOR ERECTING MAILBOXES ON HIGHWAYS (1984)
AASHTO

801.515 A GUIDE TO MAILBOX SAFETY IN MONTANA (1991)
Montana Senate Bill 356

MAINTENANCE-PAVEMENT & DESIGN
BOOKS AND PAMPHLETS

801.516 TRAFFIC CONTROL PRACTICES FOR LOW VOLUME LOCAL ROADS
South Dakota DOT (1993)

801.517 SNOW FENCE GUIDE
SHRP-Accompanies 1/2" video 800.136

801.518 PAVEMENT MARKINGS (1984)
MDOH

MAINTENANCE-MANAGEMENT
BOOKS AND PAMPHLETS

802.501 MAINTENANCE MATERIALS
MSU-Includes tests and practice problems

Provides strong background in maintenance principles.

802.502 DEPARTMENT OF HIGHWAYS MAINTENANCE MANUAL (1984)

802.503 GUIDE TO SAFETY FEATURES FOR LOCAL ROADS AND STREETS
USDOT

Discusses road surfaces, slopes and drainages, sign & supports, sight distance, bridges and traffic barriers.

802.504 PERSONNEL SUPERVISION-Maintenance Practices for Local Roads
Byrd, Tallamy, MacDonald & Lewis Consulting Engineers

802.505 MAINTENANCE TECHNIQUES-Maintenance Practices for Local Roads
Byrd, Tallamy,, MacDonald & Lewis Consulting Engineers

802.506 MAINTENANCE MANAGEMENT SYSTEM-Field Manual
MDOH

802.507 MAINTENANCE LEAD WORKER TRAINING PROGRAM
Instructor Manual-MDT/CalTrans

802.508 THE MAINTENANCE LEADERSHIP INSTITUTE: WORKING TOGETHER
WA DOT Course Code BE7

802.509 THE MAINTENANCE INSTITUTE
WA DOT Course Code BAE

802.510 MAINTENANCE LEAD WORKER TRAINING PROGRAM
CalTrans

802.511 MAINTENANCE 2000 (1993)
Colorado DOT

Preparing today's maintenance supervisors for tomorrow's management challenges.

MAINTENANCE-MANAGEMENT
BOOKS AND PAMPHLETS

802.512 MDT MAINTENANCE SUPERVISOR'S WORKSHOP (1985)
Sessions 1-8 reading units and action units

802.513 THE MAINTENANCE LEADERSHIP INSTITUTE: Working Together
WA DOT Course Code BE7

802.514 MAINTENANCE SECTION SUPERVISOR COURSE
Training Code: 846318 Texas DOT

MAINTENANCE-MATH
BOOKS AND PAMPHLETS

803.501 MAINTENANCE MATH (1991)
South Dakota DOT Training Activity

A self-taught course in calculating areas, volumes, rates and costs to solve common maintenance problems.

803.502 METRIC CONVERSION MANUAL (1994)
MDOT

See 900.583 for description
Also see 1/2" video S1 METRIC 800.162

MAINTENANCE-PROCEDURES
BOOKS AND PAMPHLETS

804.501 MAINTENANCE OF AGGREGATE AND EARTH ROADS
WA DOT (1987)

804.502 INFORMATION FROM LTAP ON SALT AND DEICING
Salt Institute

Includes: Facts about salt, sensible salt program, salt and highway deicing newsletters, Vol. 29 No. 2, and Vol. 30 No. 1, also deicing salt & our environment.

804.503 IMPROVING GUARDRAIL INSTALLATIONS ON LOCAL ROADS AND STREETS (1986)
Federal Highway Administration

804.504 GUIDE TO COMMON ROAD AND EQUIPMENT MAINTENANCE PROCEDURES (1989)
Louisiana Transportation Research Center

804.505 THE SNOW FIGHTER'S HANDBOOK
LTAP-Salt Institute

A practical guide for snow and ice control.

804.506 FIGHT WINTER AND WIN: A Survival Guide
American Public Works Association

MAINTENANCE-PROCEDURES
BOOKS AND PAMPHLETS

804.507 GUIDELINES FOR SLOPE MAINTENANCE AND SLIDE (1986)
RESTORATION USDOT-Report No. FHWA-TS-85-231

804.508 W-BEAM GUARDRAIL REPAIR AND MAINTENANCE (1989)
US DOT

A guide for street and highway maintenance personnel regarding guard rails.

804.510 MAINTENANCE OF SMALL TRAFFIC SIGNS (1989)
US DOT

A guide for street and highway maintenance personnel regarding traffic signs.

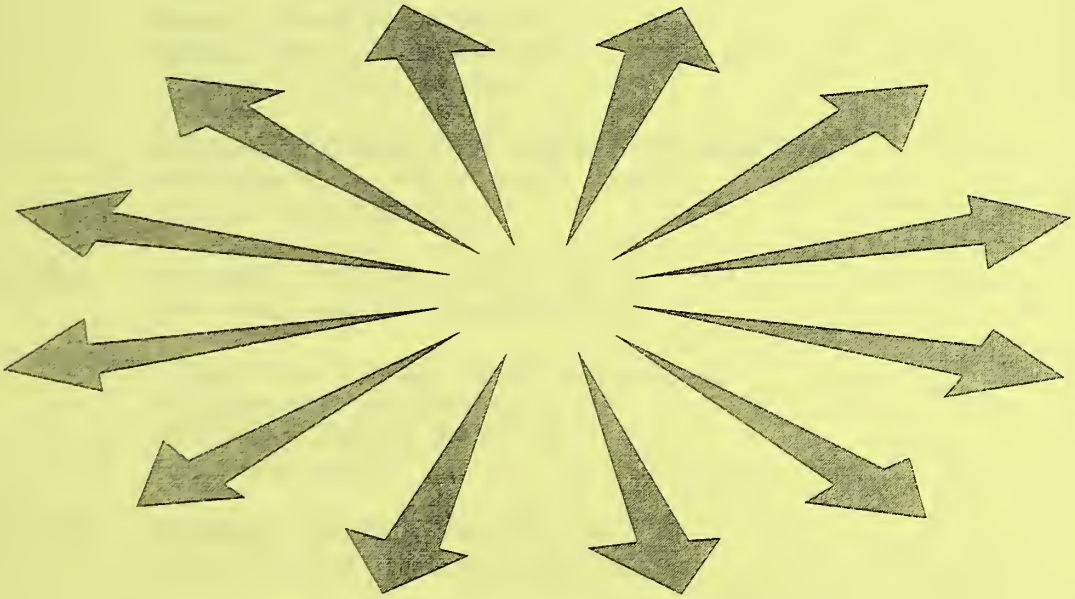
804.511 WEED MANAGEMENT HANDBOOK (1995-1996)
Extension Studies Montana State University

804.512 MAINTENANCE CHIP SEAL MANUAL 1996
Montana Department of Transportation

804.513 ASPHALT PAVEMENT REPAIR
MANUALS OF PRACTICE
Strategic Highway Research Program
National Research Council

804.514 MANUAL OF PRACTICE FOR AN EFFECTIVE ANTI-ICING PROGRAM
A guide for Highway Maintenance Personnel

CONSTRUCTION AND ENGINEERING



ENGINEERING
1/2 INCH VIDEO

900.101	WASHINGTON DEPARTMENT OF TRANSPORTATION, NUCLEAR GAUGE OPERATION, OVERVIEWS, ASPHALT PLANT INSPECTION FIELD SAMPLING-EXCAVATION AND EMBANKMENT INSPECTION	
900.102	EIT REVIEW-ELECTRICAL ENGINEERING MSU	
900.103	EIT REVIEW-ECONOMICS MSU-Professor Valente	
900.104	EIT REVIEW-THERMODYNAMICS MSU-Professor Rosa	
900.105	EIT REVIEW-STRENGTH MATERIALS MSU	
900.106	EIT REVIEW-DYNAMICS MSU-Professor Dent	
900.107	EIT REVIEW-FLUIDS MSU-Professor Hartsog	
900.108	PREVENTION RUTTING-STRIPPING ASPHALT National Audio Visual Center	
900.109	PAVEMENT STRUCTURE REPAIR TECHNIQUES	
	*Pothole patching	17 min
	*Crack sealing	16 min
	*Basic traffic control	11 min
	*Shoulder maintenance	21 min
	*Asphalt chip seals	22 min
900.110	PAVEMENT STRUCTURE REPAIR TECHNIQUES	
	*Maintenance of gravel roads	27 min
	*Ditch maintenance	17 min
900.111	HIGHWAY SAFETY DESIGN-TAPE 1 The College of Engineering	
	*Overview of Accident Analysis	15 min.
	*Intersection Design	40 min.
	*Highway Cross Section (see 900.569)	45 min.
900.112	HIGHWAY SAFETY DESIGN-TAPE 2 The College of Engineering	
	*Horizontal Curves	50 min.
	*Pedestrian and Bicycle Safety (See 900.569)	50 min.

ENGINEERING
1/2 INCH VIDEO

900.113 HIGHWAY SAFETY DESIGN-TAPE 3
The College of Engineering

Summary Panel Discussion 55 min.
(see 900.569)

900.114 ENGINEERING FUNDAMENTALS EXAM REVIEW 120 min.
Iowa State University-Tape 1

*Algebra
*Trigonometry and Analytic Geometry
*Probability and Statistics
*Engineering Economics

900.115 ENGINEERING FUNDAMENTALS EXAM REVIEW 90 min.
Iowa State University-Tape 2

*Differential Calculus
*Integral Calculus
*First-Order Differential Equations

900.116 ENGINEERING FUNDAMENTALS EXAM REVIEW 90 min.
Iowa State University-Tape 3

*Statics
*Particle Dynamics
*Rigid-Body Dynamics

900.117 ENGINEERING FUNDAMENTALS EXAM REVIEW 90 min.
Iowa State University-Tape 4

*Materials Science
*Strength of Materials
*Beams

900.118 ENGINEERING FUNDAMENTALS EXAM REVIEW 90 min.
Iowa State University-Tape 5

*Resistive (DC) Circuits
*AC Circuits
*Control Systems and FORTRAN Programming

900.119 ENGINEERING FUNDAMENTALS EXAM REVIEW 120 min.
Iowa State University-Tape 6

*Chemistry
*Fluid Mechanics
*Fundamentals of Thermodynamics
*Advanced Thermodynamic Concepts

ENGINEERING
1/2 INCH VIDEO

900.120	INFORMATIONAL VIDEO ON THE FUNCTIONAL REQUIREMENT OF HIGHWAY SAFETY FEATURES TRAINING COURSE	
400.117	WORK ZONE FLAGGING-IDAHO DOT	13 min.
800.132	THE THIN ORANGE LINE-PARTS I AND II American Traffic Safety Services Assoc. Covers work zone traffic control. Includes inspector's guide.	32 min.
800.133	SEAT COAT INSPECTION (1991) MT DOH Covers the steps of applying seal coats.	20 min.
900.121	MATH FUNDAMENTALS CLASS (1993) Montana Dept. of Transportation (four tapes) (see 900.577 for written class materials)	4 hours
900.122	ROAD DESIGN DOCUMENTATION FUNDAMENTALS Montana Dept. of Transportation-April 1993 Four Tape Series	
900.123	ROAD DESIGN SURVEY FUNDAMENTALS Montana Dept. of Transportation-April 1993 Four Tape Series	
900.124	CHECKING-JOB AND DUTIES South Dakota Dept. of Transportation-June 1993	10 min.
900.125	CONSTRUCTION WORKER TRAINING S & K College	120 min

900.126 FUNDAMENTALS OF ENGINEERING 2 COPIES OF EACH TAPE
Montana State University
FE/EIT preparation course including 44 VHS tapes of various lengths and a text book of example problems with solutions illustrated and theory explained and a practice exam. The tapes are broken down into 10 subject areas.

MODULE 1-MATH

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION II TAPE 1
SESSION II TAPE 2

SESSION III TAPE 1
SESSION III TAPE 2

SESSION IV TAPE 1
SESSION IV TAPE 2

MODULE 2-CHEMISTRY

SESSION 1 TAPE 1
SESSION 1 TAPE 2

MODULE 3-STRUCTURE OF MATTER

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION II TAPE 1
SESSION II TAPE 2

MODULE 4-STATICS

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION II TAPE 1
SESSION II TAPE 2

MODULE 5-MECHANICS OF MATERIALS

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION 11 TAPE 1
SESSION 11 TAPE 2

ENGINEERING
1/2 INCH VIDEO

MODULE 6-DYNAMICS

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION 11 TAPE 1
SESSION 11 TAPE 2

MODULE 7-FLUID MECHANICS

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION II TAPE 1
SESSION II TAPE 2

MODULE 8-THERMODYNAMICS

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION II TAPE 1
SESSION II TAPE 2

MODULE 9-ENGINEERING ECONOMY

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION II TAPE 1
SESSION II TAPE 2

MODULE 10-ELECTRIC CIRCUITS

SESSION 1 TAPE 1
SESSION 1 TAPE 2

SESSION II TAPE 1
SESSION II TAPE 2

SESSION III TAPE 1
SESSION III TAPE 2

TEXT-FUNDAMENTALS OF ENGINEERING 4th EDITION

900.127 A PROJECT DOCUMENTATION 10 min 2 copies
SNI International Resources Inc.
National Cooperative Highway Research Program

900.127 B ENVIRONMENTAL PROTECTION ISSUES 15 min 2 copies
SNI International Resources Inc.
National Cooperative Highway Research Program

900.127 F
TRAINING FOR HIGHWAY CONSTRUCTION PERSONNEL
FINAL REPORT October 1994

National Cooperative Highway Research Program
SNI International Resources Inc 20-25(2)

900.127 F
HIGHWAY CONSTRUCTION TRAINING PROGRAM COURSE OUTLINES
National Cooperative Highway Research Program 20-25(2)

900.127 F
ENVIRONMENTAL PROTECTION PROCEDURES GEN-9
Instructor Guide

National Cooperative Highway Research Program 20-25(2)

900.127 F
ENVIRONMENTAL PROTECTION PROCEDURES GEN-9
Participant Workbook

National Cooperative Highway Research Program 20-25(2)

900.127 F
PROJECT DOCUMENTATION FOR HIGHWAY CONSTRUCTION GEN-4
Instructor Guide

National Cooperative Highway Research Program 20-25(2)

900.127 F
PROJECT DOCUMENTATION FOR HIGHWAY CONSTRUCTION GEN-4
Participant Workbook

National Cooperative Highway Research Program 20-25(2)

900.127 F
BRIDGES STR-1
Instructor Guide

National Cooperative Highway Research Program 20-25(2)

900.127 F
BRIDGES STR-1
Participant Workbook

National Cooperative Highway Research Program 20-25(2)

900.128 A
GPS WORKSHOP - SESSION 1
Part 1: Operations & Issues
Part 2: Application & Equipment Guidelines

Iowa Transportation - ISU 7/95

900.128 B
GPS WORKSHOP - SESSION 2
Part 3: GPS Equipment & Applications
Part 4: Current & Future of GPS and Benefits

Iowa Transportation - ISU 7/95

900.128 C
GPS: A GUIDE TO THE NEXT UTILITY

Trimble Navigation

900.128 D DIFFERENTIAL GPS EXPLAINED
An expose of the surprisingly simple principles behind today's most advanced positioning technology.

Trimble Navigation

900.129 PRINCIPLES AND PRACTICE OF CIVIL ENGINEERING EXAM REVIEW VIDEO PROGRAM 12 TAPES AND WORKBOOK

A	TAPE 1	OVERVIEW	1 HR
B	TAPE 2	HYDROLOGY/HYDRAULICS	2 HRS
C	TAPE 3	STRUCTURAL ENGINEER	2 HRS
D	TAPE 4	HYDROLOGY/HYDRAULICS	2 HRS
E	TAPE 5	SANITARY ENGINEER	2 HRS
F	TAPE 6	TRANSPORTATION	2 HRS
G	TAPE 7	SANITARY ENGINEER	2 HRS
H	TAPE 8	SOILS	2 HRS
I	TAPE 9	SURVEYING	2 HRS
J	TAPE 10	SOILS	2 HRS
K	TAPE 11	STRUCTURAL ENGINEER	2 HRS
L	TAPE 12	ECONOMICS	2 HRS
M		WORKBOOK	

900.130 LOAD AND RESISTANCE FACTOR DESIGN FOR HIGHWAY BRIDGES
5 days of lecture, each day has 6 parts (2 parts on each tape). 4-24 through 4-28, 1995.

A	4-24-1995	3 TAPES
B	4-25-1995	3 TAPES
C	4-26-1995	3 TAPES
D	4-27-1995	3 TAPES
E	4-28-1995	3 TAPES

900.131 ASPHALTIC CONCRETE PLANT INSPECTION
ARIZONA DOT COURSE 304
Produced

by Roy Jorgenson Associates, Inc

900.132 SHRP Coordinators Meeting
Exhibits and Presentation
1/7/96 - 2 hrs

900.133 TRAFFIC PAINT ATSSA 14:30 MIN
Pavement Marking Inspection: Traffic Paint

900.134 ATSSA THERMOPLASTIC 21 MIN
Brochure Included

ENGINEERING
1/2 INCH VIDEO

900.135 WA STATE DEPARTMENT OF TRANSPORTATION
Field Testing Concrete: Parts 1 & 2 18 MIN 12 MIN
Cement Concrete Paving: Parts 1-3 11 13 & 8 MIN
Latex Modified Concrete Parts 1-3 14 10 & 14 MIN
Overlay Inspection

900.136 WA STATE DEPARTMENT OF TRANSPORTATION
1. The Drilled Shaft Inspector 32 MIN
2. Post Training Parts 1 & 2 12 MIN EA
3. Bridge Deck Construction Parts 1-3 15,15 & 10 MIN
4. Major Structures Inspection Parts 1-5 59 MIN
A. Introduction (10:31) B. Preparation and Staking for Bridges (10:04) C. Preparation (12:21)
D. Concrete Pour (13:17) E. Post-Pour (11:45)

900.137 WA STATE DEPARTMENT OF TRANSPORTATION
Nuclear Gauge Operation 26 MIN
Asphalt Paving Inspections Parts 1 & 2 31 MIN
Asphalt Plant Inspection 37 MIN

900.138 WA STATE DEPARTMENT OF TRANSPORTATION
Aggregate Production and Testing 25 MIN
Excavation and Embankment Inspection 33 MIN
Drainage Inspection 25 MIN
Surface Placement 18 MIN

900.139 WA STATE DEPARTMENT OF TRANSPORTATION
Electrical Systems for Illumination and Traffic Signals
Parts 1-4, 1 18 MIN, 2 41 MIN, 3 30 MIN, 4 29 MIN

900.140 ASPHALT RECYCLING-DA Meeting (1996)
Dick Nelson - MDT

Pulverization, cold recycling, additives, etc.

900.141 WEIGHING
8-13-93 South Dakota Department of Transportation

ENGINEERING
AUDIO-CASSETTE TAPE

900.301 CONSTRUCTION TRAINING-A STATE DEPARTMENT OF TRANSPORTATION SAMPLING
Transportation Research Board

900.302 TRENDS IN ROADSIDE VEGETATION MANAGEMENT
DowElanco (1-800-352-6776)

TAPE A-VOL 3 NO 1

*Alabama DOT
*Pathfinder II Herbicide
*DowElanco's TS & D
*Kudzu Research

TAPE B-VOL 3 NO 2
*Idaho DOT
*Garlon 4 Herbicide
*DowElanco's New Research Facility
Pennsylvania DOT

CONSTRUCTION-ENGINEERING
SLIDE - TAPE PROGRAMS

900.401 ASPHALT PAVEMENT MANAGEMENT 2 hrs.

900.402 CONVERSION TO METRIC SYSTEM 35 slides/script

ENGINEERING-BRIDGE
BOOKS AND PAMPHLETS

900.501 NHI-ECONOMICAL & FATIGUE RESISTANT STEEL BRIDGE DETAILS-Participant Notebook

900.502 LOAD AND RESISTANCE FACTOR DESIGN FOR HIGHWAY BRIDGES VOLUME II VERSION 2.03 (1995)

NHI Course No. 13061
Publication No. FHWA HI-95-016

900.503 LOAD RESISTANCE FACTOR DESIGN FOR HIGHWAY BRIDGES VOLUME I VERSION 2.03 (1995)

NHI Course No. 13061
Publication No. FHWA-95-016

900.504 GUIDE SPECIFICATIONS FOR SEISMIC DESIGN OF HIGHWAY BRIDGE AASHTO (1983)

900.505 TIMBER BRIDGES-Design, Construction, Inspection & Maintenance
USDA (1990)

ENGINEERING-BRIDGE
BOOKS AND PAMPHLETS

900.506 COMPREHENSIVE BRIDGE INSPECTION TRAINING COURSE
New Mexico State University-Includes exercises

900.507 INSPECTION OF BRIDGE TIMBER PILINGS-FHA (1989)
Operations and Analysis Manual

900.508 BRIDGE DECK INSPECTION (1983)
TEXAS DOH-Training Manual

900.509 STREAM STABILITY AND SCOUR AT HIGHWAY BRIDES
USDOT/FHWA NHI Course No. 13046

Course manual

900.510 STREAM STABILITY AT HIGHWAY STRUCTURES
USDOT NHI Course No. 13046 Manual

900.511 EVALUATING SCOUR AT BRIDGES
USDOT NHI Course No. 13046 Manual

900.512 USE OF SURFACE-GEOPHYSICAL METHODS TO ACCESS RIVERBED
SCOUR AT BRIDGE PIERS-U.S. GEOLOGICAL SURVEY (1989)

900.513 DRILLED SHAFTS-Student Workbook
NHI-USDOT (1988)

900.514 DRILLED SHAFT INSPECTOR'S MANUAL
ADSC (1989)

900.515 HIGHWAYS IN THE RIVER ENVIRONMENT
National Highway Institute (1990)

900.516 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE (2 copies)
CONSTRUCTION
Montana Department of Transportation (1995)

901.501 SOILS FUNDAMENTALS (1993)
MDOT

901.502 SOILS AND FOUNDATIONS-Workshop Manual, Second Edition
NHI Course #13212 (1993)

901.503 SOILS MANUAL FOR THE DESIGN OF ASPHALT PAVEMENT STRUCTURES (1978)
The Asphalt Institute

901.504 HOT MIX ASPHALT PAVING INSPECTION-Training Manual

901.505 THE ASPHALT INSPECTION-METHODS AND PROCEDURES

901.506 BLAW-KNOX PAVING MANUAL (1988)

A guide to paving using the Blaw-Knox Paver/Finisher
Includes important safety messages.

901.507 HOT MIX ASPHALT CONSTRUCTION-INSTRUCTION MANUAL

HOT MIX ASPHALT PAVING-HANDBOOK

AUDIO/VISUALS-SLIDES

HOT MIX ASPHALT CONSTRUCTION TRAINING PROGRAM-
VIDEO 48:58 MIN

Joint AASHTO/FHWA/INDUSTRY Training Committee on Asphalt

901.508 HOT MIX ASPHALT CONSTRUCTION-INSTRUCTOR MANUAL
The Joint AASHTO/FHWA/INDUSTRY

Part A: Lecture Notes
A three day program for field construction personnel

901.509 HOT MIX ASPHALT CONSTRUCTION-PARTICIPANT MANUAL
The Joint AASHTO/FHWA/INDUSTRY

A three day program for field construction personnel

901.510 CONCRETE PAVEMENT SHORT COURSE (1982)
Portland Cement Association

901.511 MONTANA MATERIALS MANUAL OF TEST PROCEDURES
MDOT

901.512 HOT PLANT INSPECTION MANUAL
MDOT

901.513A SUPERPAVE-Performance Graded Asphalt and Testing
Superpave Series No. 1
Asphalt Institute

901.513B SUPERPAVE-Superpave Level 1 Mix Design
Superpave Series No. 2
Asphalt Institute

901.514 PRINCIPLES OF CONSTRUCTION OF HOT-MIX ASPHALT PAVEMENTS Manual Series No. 22
Asphalt Institute

901.515 CONCRETE SURFACE REPAIR (1993)
South Dakota DOT-The Training Activity

ENGINEERING-CONSTRUCTION
BOOKS AND PAMPHLETS

902.501 PRINCIPLES OF WRITING HIGHWAY CONSTRUCTION SPECIFICATIONS (1991) NHI Course No. 13401 Participant Manual

902.502 PRINCIPLES OF WRITING HIGHWAY CONSTRUCTION SPECIFICATIONS NHI Course No. 13401

Case Studies/Workshops (1991)

902.503 CONSTRUCTION INSPECTOR'S TRAINING MANUAL
Drainage:
Section 1 Introduction
Section 2 Staking
Section 3 Culverts
Section 4 Manholes, Grate Inlets, and Catch Basins
Section 5 Storm and Sanitary Sewer Pipe
Section 6 Ditches and Channels
Section 7 Reports and Safety
Section 8 Post Production

902.504 CONSTRUCTION INSPECTOR'S TRAINING MANUAL
Aggregate Production Course Outline:
Section 1 Introduction and the Inspection Process
Section 2 Preliminary Duties
Section 3 Production Duties
Section 4 Post Production Duties

902.505 QUALITY ASSURANCE INSPECTION GUIDE (1995) MDOT-CONSTRUCTION

902.506 A GUIDE TO HIGHWAY CONSTRUCTION PERMITTING IN MONTANA-MDOT

902.507 GRADING OPERATIONS INSPECTOR'S HANDBOOK
Montana Department of Highways-1989

902.508 A CULVERT INSPECTION MANUAL
Montana Department of Highways-1988

902.508 B CULVERT INSPECTOR'S HANDBOOK GENERAL
Montana Department of Highways-1988

902.509 GENERAL GRADING INSPECTION HANDBOOK

902.510 AGGREGATE SURFACING INSPECTION MANUAL (1988) MDOT

902.511 EXCAVATION AND EMBANKMENT INSPECTION (1973) NDSHT

ENGINEERING-CONSTRUCTION
BOOKS AND PAMPHLETS

902.512 PROJECT MANAGEMENT FOR HIGHWAY CONSTRUCTION (1985)
TX DOT

Includes:
*Pre-construction
*Leadership
*Traffic Control
*Management during Construction
*Project Records

902.513 SIXTH INTERNATIONAL CONFERENCE ON LOW-VOLUME ROADS
VOLUME 1-Transportation Research Board

902.514 SIXTH INTERNATIONAL CONFERENCE ON LOW-VOLUME ROADS
VOLUME 2-Transportation Research Board

902.515 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE
CONSTRUCTION (1995) NUMBER 3188

ENGINEERING-ROAD DESIGN
BOOKS AND PAMPHLETS

903.501 EARTHWORK AND MASS DIAGRAMS (1995)
MDT-Scott Keller

903.502 STANDARD DRAWINGS (1984)

Supplemental to standard specifications for road and bridge construction.

903.503 DOCUMENTATION FUNDAMENTAL-MDOT (1993)

903.504 CONSTRUCTION FUNDAMENTALS-MDOT (1993)

903.505 GEOMETRIC DESIGN STANDARDS-MDOH (1992)

903.506 GEOMETRIC DESIGN STANDARDS METRIC VERSION (1994)
MDOH

903.507 VALUE ENGINEERING STUDY OF GUARDRAIL AND IMPACT
ATTENUATOR REPAIR-Summary Report (1987)
FHWA-TS-87-226 LTAP

903.508 BASIC HIGHWAY DESIGN COURSE-MDOT

903.509 MONTANA ROAD DESIGN MANUAL
MDOT

903.510 ADVANCED ROAD DESIGN METRICS-MDOT

903.511 DETAILED DRAWINGS - 1996 EDITION
Montana Dept. of Transportation

903.512 ROADSIDE DESIGN GUIDE - JANUARY 1996
American Association of State Highway & Transportation Officials

ENGINEERING-ROAD DESIGN
BOOKS AND PAMPHLETS

903.513 NATIONAL HIGHWAY INSTITUTE COURSE #13342
HUMAN FACTORS: THE ROLE OF EXPECTANCY & BEHAVIOR IN HIGHWAY DESIGN AND TRAFFIC CONTROL

ENGINEERING-HYDRAULICS
BOOKS AND PAMPHLETS

904.501 APPLIED FLUVIAL GEOMORPHOLOGY
Dave Rosgen, Hydrologist
Wildland Hydrology Consultants

ENGINEERING-ENVIRONMENTAL
BOOKS AND PAMPHLETS

905.501 PRACTICAL CONFLICT MANAGEMENT SKILLS TO RESOLVE HIGHWAY/WETLAND ISSUES (1993)
NHI Course #14231-FHWA HI-93-016

Participant Workbook & Handouts

905.502 NHI-PROJECT & ENVIRONMENTAL DOCUMENTATION
Course Manual

905.503 EXPERT SYSTEM DEVELOPMENT FOR HAZARDOUS WASTE MANAGEMENT VERSION 1.1 (1989)
Institute of Transportation Studies
University of California

Site investigation and training expert advisor, handout-session 5.20

905.504 HAZARDOUS WASTE: IMPACTS ON HIGHWAY PROJECT DEVELOPMENT-CONSTRUCTION AND MAINTENANCE
Student Course Manual (1992)

NHI Course #14229 FHWA HI-93-012

ENGINEERING-TRAFFIC
BOOKS AND PAMPHLETS

906.501 NHI-ACCESS, LOCATION AND DESIGN-Participant Notebook

906.502 TRAFFIC ENGINEERING TECHNICAL ASSISTANTS-COURSE MANUAL
The Traffic Institute, Northwestern University (1993)

906.503 INTERSECTION DESIGN & SAFETY IMPROVEMENTS-COURSE MANUAL
Telecommunications Course-University of Wisconsin

906.504 SAFETY DESIGN COURSE SYLLABUS (1991)
The College of Engineering

Accompanies tapes 900.111, 900.112, & 900.113.

906.505 COURSE SYLLABUS-INTERSECTION DESIGN & SAFETY IMPROVEMENTS
College of Engineering-University of Wisconsin

906.506 HIGHWAY CAPACITY MANUAL
SPECIAL REPORT #209
National Transportation Research Board

ENGINEERING-SURVEYING
BOOKS AND PAMPHLETS

907.501 SURVEYING MANUAL (1993)

907.502 MICRO PALM DATA MANUAL-Office Edition
MDOH

907.503 MICRO PALM DATA COLLECTION MANUAL-Field Edition
MDOH

907.504 SURVEY FUNDAMENTALS (1993)
MDOT

907.505 ADVANCED SURVEYING SHORT COURSE (1980)
MDOH-Includes practice problems.

907.506 SURVEYING (1987)
Francis H. Moffit & Harry Bouchard

Includes photogrammetry

907.507 ELEMENTARY SURVEYING

907.508 PHOTOGRAMMETRY (1980)
Francis H. Moffit & Edward M. Mikail

Includes sample problems

907.509 SUBDIVISION OF SECTIONS-Pamphlets
Department of Interior-Cadastral and Mapping Staff

907.510 PROFESSIONAL LAND SURVEYORS
Candidate handbook

ENGINEERING-TRANSPORTATION PLANNING
BOOKS AND PAMPHLETS

908.501 1990 CENSUS TRANSPORTATION PLANNING PACKAGE APPLICATION
NHI Course #15131 (1992)

908.502 NHI-STATEWIDE HIGHWAY PLANNING PROCEDURES
Course MANUAL (1993)

908.503 PRECONSTRUCTION ENGINEERING MANAGEMENT SYSTEM
FHA-Implementation Manual

908.504 MANAGING AND CONTROLLING PROJECT RISKS THROUGH THE PROPER USE OF THE CRITICAL PATH METHOD (1990)
Truaner Consulting Services, Inc.

A special seminar prepared for the MDT.

908.505 CONTRACT ADMINISTRATION-CORE CURRICULUM (1989)
Operations and Analysis Manual

908.506 ASTM MANUAL ON PRESENTATION OF DATA CONTROL CHART ANALYSIS

908.507 STATISTICAL SAMPLING: PAST, PRESENT AND FUTURE THEORETICAL AND PRACTICE (1990)
Kowalewski & Tye

1990 ASTM Quality and Statistics Symposium.

ENGINEERING-MATH
BOOKS AND PAMPHLETS

909.501 REGULATORY GUIDANCE FOR THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS QUESTIONS AND ANSWERS

Publication No. FHWA-MC-94-009

909.502 WEIGHING-South Dakota Training Manual (1992)

909.503 MONTANA COUNTY MAPS (1995)

909.504 NHI-INTRODUCTION TO METRICS-Participant's Manual
Instructor's Guide-2 sets of slides
Montana's Metric Conversion Manual (1994)

909.505 ROADWAY DESIGN IN METRICS three copies
1993 Texas Department of Transportation

909.506 METRIC FUNDAMENTALS
MDT TRAINING MANUAL-OCTOBER 1993

909.507 ALGEBRA FOR COLLEGE STUDENTS-Text
Drooyan, Franklin-Wadsworth Publishing

909.508 TECHNICAL MATHEMATICS-SUPERVISOR'S MANUAL (1985)
WASHINGTON DOT

Includes comprehensive test and final exam.

909.509 VOCATIONAL MATH SERIES (1982)
Motivational Development, Inc. Books 1-9

A coordinated program of nine test-workbooks. Four introductory books provide instruction in simple algebra and geometry. The subsequent books present concepts and problems typically encountered in different job areas. Each book is a complete instructional program with self-correcting problems and final exam.

909.510 SUCCESS IN ALGEBRA

Should be used as a pre-algebra course(with exam).

909.511 A & B SUCCESS IN MATHEMATICS (1988)
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909.518 METRIC FUNDAMENTALS
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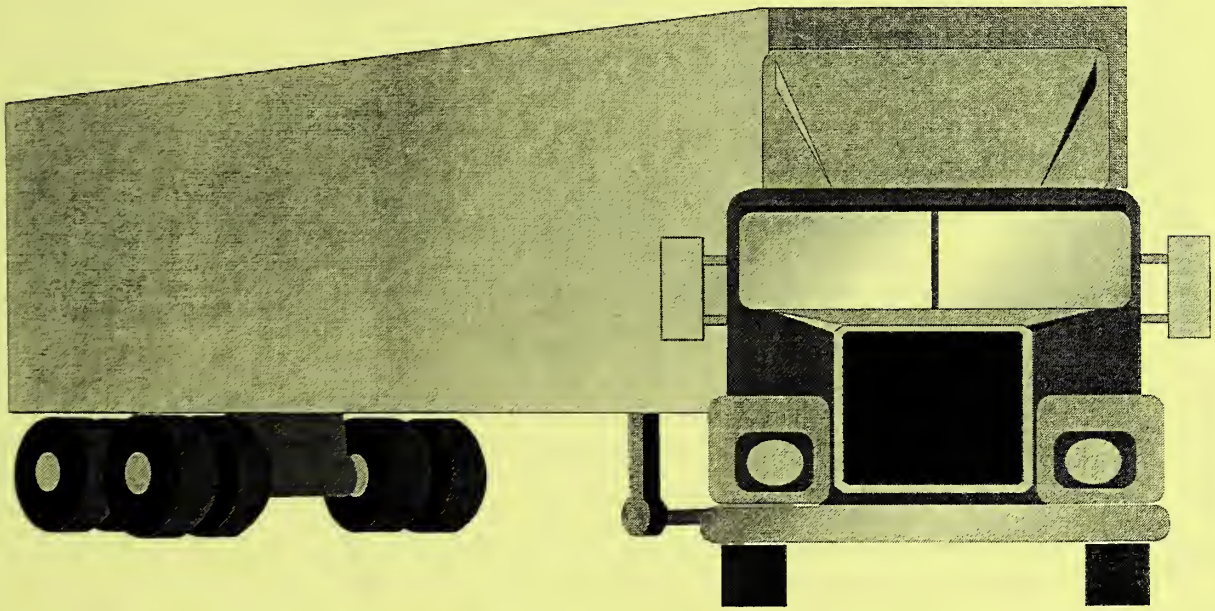

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